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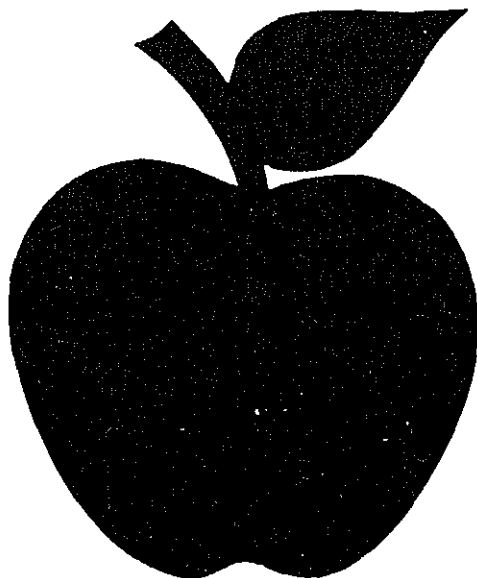
**IPEDS** - Vol - I.

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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FOUR- AND TWO-YEAR INSTITUTIONS  
JANUARY 1986  
FORMS



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# IPEDS

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## INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

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FOUR- AND TWO-YEAR INSTITUTIONS  
JANUARY 1986  
FORMS



**Completion instructions**—when the survey is completed, to your State Coordinator for forwarding to the National Center for Education Statistics (NCES). If your institution is not represented by a Coordinator at the State level, return the form directly to:

IPEDS Processing Center — VSE  
P.O. Box 4907  
Alexandria, VA 22303-0907



**Questions**—If there are any questions about this form, contact:

Susan G. Broyles  
(202) 254-6503



**Due Date—January 31, 1986**

*This form is authorized by  
law (20 U.S.C. 1221 e-1).  
While you are not required  
to respond, your  
cooperation is needed to  
make the results of this  
survey comprehensive,  
accurate, and timely.*

of Chief Administrator and title

Name of Respondent, title and phone number

Numbers

GENERAL INFORMATION ( )

FINANCIAL AID OFFICE ( )

ADMISSIONS OFFICE ( )

## **ORGANIZATION AND ACCREDITATION**

**Institution (entity) covered by this report is:**

- ☐ A single institution offering instructional programs at one or more sites. Go to Question 2.  
☐ Part of a multi-institution system

Name of institutional system: \_\_\_\_\_

This institution is a (type of institution):

- (1) ☐ Central office or system office — Please stop and return the form to NCES.  
 (2) ☐ Administratively equal institution. Go to Question 2.  
 (3) ☐ Parent institution. Go to Question 2.  
 (4) ☐ Branch institution (Please continue)

Please provide name and address of parent institution

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Indicate below (with an X in the appropriate column) whether the institutional records specified are maintained separately by the branch or by the parent institution listed above:

Record or type of information	Maintained by	
	Branch	Parent Institution
(a) Student records		
(b) Staff records		
(c) Revenues and expenditures		

**Institutional Control or Relationship (Check all that apply):**

### **PUBLIC**

- ☐ Federal  
☐ State  
☐ Territorial  
☐ School District

### **PRIVATE**

- (10) ☐ Profit Making  
 (11) ☐ Nonprofit  
     ☐ a. Independent (No religious affiliation)  
     ☐ b. Religious Affiliation

☐ In States and/or Territories      b. ☐ Abroad      c. ☐ No credit courses offered

AMOUNT

- (7) \$ \_\_\_\_\_ Optometry (D.O.)  
(5) \$ \_\_\_\_\_ Osteopathic Medicine (D.O.)  
(8) \$ \_\_\_\_\_ Law (LL.B. or J.D.)  
(10) \$ \_\_\_\_\_ Theology (M.Div. or M.B.L.)  
(11) \$ \_\_\_\_\_ Other (Specify) \_\_\_\_\_

**7. Do you provide dormitory facilities for your students?**

- a. ☐ No      b. ☐ Yes      If yes, please list the typical room charges for a student for the 1985-86 academic year.  
Amount \$ \_\_\_\_\_

**8. Do you provide meal plans for your students?**

- a. ☐ No      b. ☐ Yes      If yes, please list the typical board charges for a student for the 1985-86 academic year.  
Amount \$ \_\_\_\_\_  
Days per week for which board charge is applicable (Check one):  
5 days ☐      6 days ☐      7 days ☐

**9. For full-time undergraduate students, please report the standard or average amounts for the following amounts used by your financial aid office for computing student financial aid awards:**

- |  | Amount (whole dollars) |
|--|------------------------|
| a. Books and supplies                          | \$ _____               |
| b. Transportation                              | \$ _____               |
| c. Room and board (for non-dormitory students) | \$ _____               |
| d. Miscellaneous expenses                      | \$ _____               |

**PART D PARTICIPATION IN FEDERAL PROGRAMS**

**1. Is this institution eligible to participate in any of the following Federal student financial aid programs? for the current academic year)**

- |  |   |
|--|---|
| (1) <input type="checkbox"/> Veterans Administration (VA)                        | (6) <input type="checkbox"/> National Direct Student Loans      |
| (2) <input type="checkbox"/> Pell Grants   | (7) <input type="checkbox"/> Higher Education Assistance Grants |
| (3) <input type="checkbox"/> Supplementary Educational Opportunity Grants (SEOG) | (8) <input type="checkbox"/> Other Federal student aid programs |
| (4) <input type="checkbox"/> Guaranteed Student Loans (GSL)                      | (9) <input type="checkbox"/> Not eligible for any of the above  |
| (5) <input type="checkbox"/> College Work Study (CWS)                            |   |

**2. Does this institution offer instruction through the Job Training Partnership Act (JTPA)?**

- a. ☐ No      b. ☐ Yes      c. ☐ Do not know

**3. Does this institution offer training through the Reserve Officers Training Corps (ROTC)?**

- a. ☐ No      b. ☐ Yes (Check all that apply)  
(1) ☐ Army      (3) ☐ Air Force  
(2) ☐ Navy



IP CODE

PROGRAM TITLE

Additional sheets if necessary)

**How many persons are employed full time at this institution?**

a. ☐ Less Than 15

b. ☐ 15 or More

**Institution:**

**Are all instructional faculty employed on a part-time basis?**

a. ☐ Yes

**Do any instructional faculty contribute services (e.g., are members of a religious order), or are they all military personnel?**

b. ☐ Yes

**Do any instructional faculty teach preclinical or clinical medicine?**

c. ☐ Yes

the report.

**Name and Address**—Enter the full name and mailing address of the institution, including 9-digit zip code (if known), as it appears in an institutional listing.

**Name and Title of Chief Administrator of Institution**—Enter the name and title of the chief administrator of the entity covered by this report. Example: President, Chancellor, Provost, etc.)

**Telephone Numbers**—Enter the telephone numbers for general

and the person responsible for completing this report.

**Location of Institution**—Enter the name of the county and independent city in which your administrative unit is located.

**Congressional District**—Enter the number(s) of the congressional district(s) in which the institution is located. If the institution is physically located in more than one congressional district, indicate the number of each district and place an asterisk after the number of the district in which the main administrative unit is located.

## PERIOD OF REPORT

Information as of the 1985-86 academic year, or the period July 1, 1985 through June 30, 1986.

## INSTRUCTIONS FOR PART A ORGANIZATION AND ACCREDITATION

**Institutional Type**—Indicate in the appropriate box the type of institution covered by this report. This question pertains to organizational administration, not to the location of instruction which is covered in Part B.

Check box a. If your institution operates independently of any other institution. It may conduct classes at one or more sites, but should not have other operating branches in any other locations.

If your institution is part of a multi-campus institution or part of a system of institutions, please check box b. and identify the name of the institutional system. Also please identify the type of institution your unit represents within this system, as follows:

Check box 1 if your unit is a central or system office, i.e., an administrative component. No further information is needed, please return this form to NCES.

Check box 2 if your institution is one of the administratively-equal campuses of a central administration or system of institutions.

If your institution is a parent institution (please see definition), please check box 3 and send NCES a list of all branch campuses. Indicate with an asterisk (\*) those branch campuses for which the parent institution maintains all student and financial records. [NOTE: IPEDS will not survey branch campuses separately, but will send one set of all survey forms to the parent institution.]

Check box 4 should be checked if your institution is a branch campus (see definition). Please also indicate which financial records are separately maintained by your institution and which are maintained by the parent institution.

**Legal Control or Relationship**—Indicate the appropriate legal control or relationship under which the institution operates. If the institution is owned by a religious group need not imply financial backing.

**Level of Offering**—Check all applicable levels for all programs offered at this institution. Program levels are identified on the basis of either recognition for their completion, or duration of study, or a combination thereof.

(1) through (4) — Note that these categories are defined on the basis of *length* of programs. Do not designate program levels on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time study in academic years; that is, at least 1 but less than 2 years of study. (5) number of credits or the courseload that would be completed by a full-time student attending within the specified periods. One academic year equals 30 semester credit hours equivalent, or 900 contact hours of instruction.

(5), (7), (9), and (10) — Indicate those degree levels for which the institution is authorized to make formal awards.

(6), (8), (11) — Indicate programs for which the institution is authorized to make formal recognition at these levels. Examples might be: certificate of credit hours needed to complete licensure requirements for entry into fresher courses in any technical or professional area; certificate of competency (for example, in performing arts); certificate of work that does not meet the requirements for the award of a degree but constitutes an organized body of study authorized by the institution.

**No Formal Award Programs**—Indicate whether the institution offers programs with stated occupational objectives and defined completion requirements that do not lead to a formal award.

**Institutional Accreditation**—Indicate the types of agencies that accredit this institution.

**Programmatic Accreditation**—If this institution has programs that have specialized accreditation by programmatic agencies recognized by the U.S. Department of Education,

**of Course Instruction**—Indicate all locations where credit courses are offered. The intent of this item is to graphically dispersed sites used for instructional offer. Use the category of "Abroad" to refer to study-abroad that involve travel or visitation in other countries.

**Facilities Used for Course Instruction**—Indicate all of the facilities at which credit or non-credit course instruction is not include facilities such as rented space on or adjacent campuses.

**Instruction at Military Installations**—Indicate whether institution offers credit courses at military installations in States and/or abroad.

**Enrollment Requirements**—This item refers to undergraduate programs only. Check the types of information that are used in the selection process for entering freshmen to your institution.

**High School Percentile**—Indicate the average percentile rank of all students in your last entering freshman class. Compute by summing the percentile ranks for all entering freshmen and divide by the number of entering freshmen included.

delivery systems (telecourses, etc.)

**8. Modes of Instruction**—For credit and non-credit courses, indicate from the choices listed all of the types of delivery that are employed by the institution at any of its instructional modes. This list is not intended to be exhaustive, and omit traditional instructional modes.

- Experience in a job-related setting, with pay, or in programs in which substantial periods of academic credit alternate with work for pay in industries and occupations which are the objectives of the program. It could include employment held simultaneously with instructional employment was considered an integral part of the program. Include research and teaching assistantships held.
- Experience in a job-related setting, without pay, or in student/practice teaching or unpaid internships.

**9. Selected Student Services**—Indicate which of the services are provided for students at the institution. Check "yes" if the institution has either required or voluntarily designed to raise basic achievement levels or to improve skills. Include day care if the service is available, whether enrollees are charged a fee.

## INSTRUCTIONS FOR PART C STUDENT CHARGES

### I. Instructions

Indicate that tuition and required fees and room and board may not be the same for all students at an institution. Please be guided by the following:

**Tuition and fees charged to In-State students if charges are based on credit hours.**

Indicate all fixed sum charges which are REQUIRED of such a portion of all students that the student who does not pay is an exception.

Indicate any charges which are clearly optional.

If institution has a single lump-sum charge for tuition, room, and board, please apportion the lump-sum among the appropriate categories to answer questions on or fees.

### II. Items to be Completed

**Percent of Full-Time Students**—Indicate if your institution has a full-time basis. If not, skip to Part D.

**Application Fee**—If your institution charges an application fee, indicate the amount.

**Other Variations**—This applies to full-time undergraduate students. Indicate whether there are different tuition and fees for the different undergraduate levels or different instructional programs.

Indicate the dollar amount of tuition and required fees for an academic year most frequently charged to each of the types of students indicated. If tuition is charged on a per credit hour basis, multiply the charge per credit hour by the number of credit hours would normally be required per academic year to complete the degree at the level indicated.

- Undergraduate students include (1) those who have attained a bachelor's degree; (2) all students in degree programs which require at least 4 years of college work; and (3) all students in technical or general study programs requiring 1, 2, or 3 years of college work and which are designed to prepare for immediate employment, or to provide general education rather than as the first 1, 2, 3 years of a bachelor's program.
- Graduate students are those who have attained a standard bachelor's degree or first-professional degree or are or could be candidates for master's or doctoral degrees. DO NOT include candidates for the degrees D.D.S., D.M.D., M.D., O.D., D.O., D.V.M., LL.B., or other first-professional degrees.

**6. Tuition and Required Fees for First-Professional Programs**—Enter in the spaces provided the dollar amount of tuition and required fees for an academic year charged to full-time students each of the first-professional programs offered at this institution.

estimate the proportions of the total charge in each of the categories.

average amount for students not living in dormitories is eligible for student financial aid, report that by the financial aid office for computing awards. estimate these amounts.

## I. INSTRUCTIONS FOR PART D PARTICIPATION IN FEDERAL PROGRAMS

**1. Eligibility for Federal Programs**—Indicate for which of these federal programs the institution is eligible. This list is not intended to be exhaustive.

**Job Training Partnership Act**—Indicate whether this institution participates in instruction through the Job Training Partnership Act (JTPA).

**3. Reserve Officer Training Corps**—Indicate whether the institution participates in programs under the sponsorship of the United States Armed Forces. Check all those services that are programs recognized by the institution.

## II. INSTRUCTIONS FOR PART E ADDITIONAL INFORMATION

This section should be completed by institutions that are new to the IPEDS universe.

**Instructional Programs**—Please list the CIP code and title of all instructional programs offered at your institution. Use the attached list from the Classification of Instructional Programs (CIP) to determine program codes and titles.

**2. Full-Time Staff**—Please indicate how many full-time employees are employed at your institution according to the categories listed below.

**3. Instructional Faculty**—This item refers to ALL instructional faculty. Please answer parts a, b, and c.

ST	graduate programs) ENGINEERING TECHNOLOGY (associate and baccalaureate degree programs)	American Medical Association, Committee on Allied Health Education and Accreditation
Bureau of Health Education Schools		17.1 APCP ASSISTANT TO THE PRIMARY (SICIAN
AB	MEDICAL ASSISTANT EDUCATION (private schools and programs)	17.2 BBT SPECIALIST IN BLOOD BANK
AB	MEDICAL LABORATORY TECHNICIAN EDUCATION (private schools with associate degree and certificate programs)	17.3 CYTO CYTOTECHNOLOGIST
	ALLIED HEALTH EDUCATION (private schools and programs)	17.4 DMS DIAGNOSTIC MEDICAL SONOG
		17.5 EEG ELECTROENCEPHALOGRAPH
Commission on Education for Health Services Adminis-		17.6 EMT EMERGENCY MEDICAL TECH
	HEALTH SERVICES ADMINISTRATION (graduate degree programs)	17.7 HT HISTOLOGIC TECHNICIAN/TE
Council on Education in Journalism and Mass Commu-		17.8 MAC MEDICAL ASSISTANT
		17.9 MLTAD MEDICAL LABORATORY TECH
IR	JOURNALISM (professional, baccalaureate and graduate degree programs)	17.10 MLTC MEDICAL LABORATORY TECH
Academy of Microbiology		17.11 MRA MEDICAL RECORD ADMINISTR
B	MICROBIOLOGY (postdoctoral programs)	17.12 MRT MEDICAL RECORD TECHNICIA
Assembly of Collegiate Schools of Business		17.13 MT MEDICAL TECHNOLOGIST
	BUSINESS (baccalaureate and graduate programs in business and management)	17.14 NMT NUCLEAR MEDICINE TECHNOL
SA	BUSINESS (baccalaureate and master's programs in accountancy)	17.15 OMA OPHTHALMIC MEDICAL ASSIST
		17.16 OT OCCUPATIONAL THERAPIST
Association of Bible Colleges		17.17 PERF PERFUSIONIST
	BIBLE COLLEGE EDUCATION (Bible colleges and Institutes offering undergraduate programs)	17.18 RAD RADIOGRAPHER
		17.19 RSTH RESPIRATORY THERAPIST
Association for Marriage and Family Therapy		17.20 RSTHT RESPIRATORY THERAPY TECH
CC	MARRIAGE AND FAMILY THERAPY (clinical training programs)	17.21 RTT RADIATION THERAPY TECHNO
CD	MARRIAGE AND FAMILY THERAPY (graduate degree programs)	17.22 SURGA SURGEON'S ASSISTANT
		17.23 SURGT SURGICAL TECHNOLOGIST
Association of Nurse Anesthetists		American Optometric Association
EST	NURSE ANESTHESIA (professional schools/ programs)	18.1 OPT OPTOMETRY (professional progr
Bar Association		18.2 OPTR OPTOMETRY (residency program
	LAW (professional schools)	18.3 OPTT OPTOMETRY (technician program
Board of Funeral Service Education		American Osteopathic Association
ER	FUNERAL SERVICE EDUCATION (Independent schools and collegiate departments)	19.1 OSTEO OSTEOPATHIC MEDICINE (pro
College of Nurse-Midwives		
WF	NURSE MIDWIFERY (basic education programs)	American Physical Therapy Association
		20.1 PTA PHYSICAL THERAPY (profes
Council on Pharmaceutical Education		20.2 PTAA PHYSICAL THERAPY (progra
AR	PHARMACY (professional degree programs)	
Dental Association		American Podiatric Medical Association
	DENTAL ASSISTING	21.1 POD PODIATRY (professional and g
	DENTAL HYGIENE	
	DENTAL TECHNOLOGY	22.1 CLPSY PSYCHOLOGY, CLINICAL (do
		22.2 COPSY PSYCHOLOGY, COUNSELING

AVET	VETERINARY MEDICINE (two-year program for the animal technician)
ET	VETERINARY MEDICINE (professional programs leading to D.V.M. or V.M.D. degrees)
ion for Clinical Pastoral Education	
AST	CLINICAL PASTORAL EDUCATION (basic, advanced, and supervisory clinical pastoral education programs)
on of Advanced Rabbinical and Talmudic Schools	
ABN	RABBINICAL AND TALMUDIC EDUCATION (advanced Rabbinical and Talmudic schools)
on of Independent Colleges and Schools	
QCB	BUSINESS (private junior colleges and business schools)
QCB	BUSINESS (private senior colleges and business schools)
PB	BUSINESS (private postsecondary schools and programs)
on of Theological Schools in the United States and Can-	
HEOL	THEOLOGY (graduate schools of theology)
on Chiropractic Education	
HIRO	CHIROPRACTIC (programs leading to D.C. degree)
on Education for Public Health	
HE	COMMUNITY HEALTH EDUCATION (graduate programs)
HPM	COMMUNITY HEALTH/PREVENTIVE MEDICINE (graduate programs)
H	PUBLIC HEALTH (graduate schools of public health)
on Social Work Education	
W	SOCIAL WORK (baccalaureate and master's degree programs)
on for Interior Design Education Research	
DER	INTERIOR DESIGN (professional and technical programs)
Committee on Medical Education	
ED	MEDICINE (programs leading to M.D. degree)
Accreditation Council for Agencies Serving the Blind and Handicapped	
VH	BLIND AND VISUALLY HANDICAPPED EDUCATION (postsecondary vocational education programs)

37.1	ARCH	ARCHITECTURE (professional programs)
		National Association of Practical Nurse Education and S
38.1	PNE	NURSING (practical nurse programs)
		National Association of Schools of Art and Design
39.1	ART	ART (professional schools and programs)
		National Association of Schools of Dance
40.1	DANCE	DANCE (professional schools and programs)
		National Association of Schools of Music
41.1	MUS	MUSIC (baccalaureate and graduate programs)
		National Association of Schools of Theatre
42.1	THEA	THEATRE (professional schools and programs)
		National Association of Trade and Technical Schools
43.1	NATTS	OCCUPATIONAL, TRADE AND TECHNICAL EDUCATION (associate and baccalaureate degree programs)
43.2	NDNAT	OCCUPATIONAL, TRADE AND TECHNICAL EDUCATION (non-degree programs)
		National Council for Accreditation of Teacher Education
44.1	TED	TEACHER EDUCATION (baccalaureate and graduate degree programs)
		National Home Study Council
45.1	NHSC	HOME STUDY EDUCATION (associate and higher degree programs)
		National League for Nursing, Inc.
46.1	ADNUR	NURSING (associate degree programs)
46.2	DNUR	NURSING (diploma programs)
46.3	NUR	NURSING (baccalaureate and higher degree programs)
46.4	PNUR	NURSING (practical nurse programs)
		Society of American Foresters
47.1	FOR	FORESTRY (baccalaureate and higher degree programs)
		Commission on Opticianry Accreditation
48.1	OPD	OPTICIANRY (2-year programs for ophthalmic dispenser)
48.2	OPLT	OPTICIANRY (1-year program for ophthalmic laboratory technician)

**OC PROGRAM.** Instructional program of a professional or nationally specific nature leading toward an associate's, master's, doctor's, or first-professional degree or results that can be applied to one of these degrees.

**AC YEAR.** The period of time generally extending from September to June; usually equated to two semesters or trimesters, quarters, or the period covered by a 4-1-4 plan.

**ATING AGENCIES.** Agencies that establish operating standards for educational or professional institutions and programs, the extent to which the standards are met, and publicly report their findings.

**TRATIVELY EQUAL INSTITUTION.** Separately organized, independently administered site or campus with its own full-time instructional staff and records system within an institutional system. The institution may report to a systems office but does not report to the parent institution.

**ON TEST SCORES.** Scores on standardized admissions tests or special admission tests.

**TE'S DEGREE.** Normally requires at least 2 but less than 4 years of full-time equivalent college work.

**OR'S DEGREE.** Normally requires at least 4 but not more than 6 years of full-time equivalent college work. This includes ALL degrees conferred in a COOPERATIVE or WORK-LEARN PLAN or PROGRAM. A cooperative plan provides for alternating class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work with his college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed in 3 years.

**CHARGES.** The charge for an academic year for meals, housing, and other expenses, per day per week.

**INSTITUTION.** A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.

**L OFFICE OR SYSTEM OFFICE.** The administrative component responsible for supervision of a multi-institutional system.

**ATE.** A formal award certifying the satisfactory completion of a postsecondary education program.

**ADMINISTRATOR.** The principal administrative official responsible for the direction of all affairs and operations of a postsecondary educational institution or that component of an organization that conducts postsecondary education and may report to a governing body.

**CLASSIFICATION OF INSTRUCTIONAL PROGRAMS.** A publication that classifies instructional programs and terminology for curriculum and instruction in local and regional systems and postsecondary institutions.

If a course with an enrollment of 20 students meets for 3 hours per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for two days per week, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

**CORRESPONDENCE.** Method of instruction with students receiving structured units of information and accompanying materials completely through the mail.

**COUNSELING SERVICE.** Activities designed to assist students in making plans and decisions related to their educational and personal development.

**CREDIT.** Recognition of attendance and/or performance in instructional activity (course or program) that can be applied toward requirements for a degree, diploma, certificate, or other formal award at a given institution.

**CREDIT COURSE.** A course that, if successfully completed, can be applied toward the number of courses required for a degree, diploma, certificate, or other formal award at a given institution.

**DAY CARE SERVICE.** Activities designed to provide care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs.

**DEGREE.** An award conferred by a college, university, or postsecondary education institution as official recognition of successful completion of a program of studies or, in some instances, as recognition for outstanding achievement or performance.

**DIPLOMA.** A formal document certifying the successful completion of a prescribed program of studies.

**DOCTOR'S DEGREE.** Requires work at the graduate level that terminates in a doctor's degree. The doctor's degree includes such degrees as Doctor of Education, Doctor of Philosophy, Doctor of Science, Doctor of Public Health, and the Ph.D. degree in such fields as agronomy, food technology, education, engineering, administration, ophthalmology, radiology, etc. (In the case of the Doctor of Public Health, the prior professional degree must be earned in the closely related professional field of medicine or sanitary engineering.)

**EMPLOYMENT SERVICE FOR CURRENT STUDENTS.** Service intended to assist students in obtaining part-time employment or other means for defraying part of the cost of their education.

**FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE).** Requires completion of an organized program of study or training for persons who have completed the first-professional degree. Examples could be refresher courses, or additional units of study in a specialty or sub-specialty.

**FIRST-PROFESSIONAL DEGREE.** Requires completion of a program that meets all three of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entrance to the program; and (3) completion of a supervised practice period.

IV. A first year undergraduate student.

## **E STUDENT.**

**Undergraduate:** A student enrolled for either 12 or more semester credits; 12 or more quarter credits; or 24 contact hours per week each term.

A student enrolled for either 9 or more semester credits, or 9 or more quarter credits.

**Professional:** As defined by the institution.

**MASTER'S DEGREE STUDENT.** A student who holds a bachelor's or first-degree, or equivalent, and is working toward a master's degree.

**FEDERAL STUDENT LOANS (GSL)/FEDERALLY INSURED STUDENT LOANS (FISL).** (Public Law 89-329, as amended, Public Law 95-506, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV-B; 20 U.S. Code, sec. 1071 - 1976.) Provides interest deferred loans for students attending nearly 4,600 institutions of higher education in the United States and well as about 4,300 vocational, technical, business, and community colleges.

**HEARING IMPAIRED.** Any person whose hearing loss is sufficient to adversely affect their educational performance.

**HEALTH EDUCATION ASSISTANCE LOAN (HEAL).** Provides insured loans to students attending eligible health professions schools. Sec. 730 of the PHS Act requires HEAL schools to maintain records on students' loans granted under this program.

**SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT.** A certification of the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or an alternate specified examination.

**STUDY.** Method of instruction designed for students who receive distance instruction from the teaching institution. Instructional materials are provided to the student through various media with structured assignments of information, assigned exercises for practice, and assignments to measure achievement, which in turn are submitted to the teaching institution for evaluation.

**LEGAL RESIDENT.** A student who is a legal resident of the State in which they attend school.

**SINGLE INSTITUTIONAL SYSTEM.** Two or more institutions of higher education under the control or supervision of a single administrative unit.

**RESEARCH INSTITUTIONAL FACULTY.** Members of the Instruction/Research staff whose primary assignment is instruction including release time for research.

**JOINT VOUCHER PARTNERSHIP ACT (JTPA).** Legislation effective with Federal Fiscal Year 1984, enabling Private Industry Training (PITs) in service areas defined within each State to supplement Federal funding.

Under administrative control and direction of a vocational program.

**LOCAL RESIDENT.** A student who is a legal resident of the State in which they attend school.

**MASTER'S DEGREE.** Requires the successful completion of a program of study of at least the full-time equivalent of 1 year of study beyond the bachelor's degree.

**MILITARY INSTALLATIONS.** One or more buildings, structures, or facilities owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard.

**MOBILITY IMPAIRED.** Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place or any person who otherwise finds stairs, ramps, or similar physical features impediments to movements.

**MULTI-INSTITUTION SYSTEM.** An institution that has two or more sites or campuses responsible to one administrative unit which may or may not be located on one of the sites or (2) a primary site or main campus with one or more satellite sites attached to it.

**NATIONAL DIRECT STUDENT LOAN PROGRAM (NDSP).** (Public Law 89-329, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV 42 U.S. Code sec. 2571-1976.) Provides funds at higher education institutions for making low-interest loans to needy graduate, undergraduate, and vocational students attending at least half time.

**NON-CREDIT COURSES.** A course or activity having no credit applicable toward a formal award, certificate, or degree.

**OFF-CAMPUS FACILITY.** A facility located some distance from the educational institution which operates it.

**OUT-OF-STATE STUDENT.** A student who is not a legal resident of the State in which they attend school.

**PARENT INSTITUTION.** The administrative unit or institution in a multi-institutional system through which all the system's branches, and programs are linked.

## **PART-TIME STUDENT.**

**Undergraduate:** A student enrolled for either 6 or more semester credits or less, or 11 quarter credits or less than 24 contact hours per week.

**Graduate:** A student enrolled for either 8 or more semester credits or less, or 8 quarter credits or less.

**PELL GRANTS.** (Public Law 92-318, as amended, Public Law 94-482, Education Amendments of 1972, Title IV, 20 U.S. Code, sec. 1070a-1976.) A source of Federal student financial aid provides eligible undergraduate students with a floor of funding to help them defray the cost of postsecondary education. Through Pell funding, the program provides grants for a minimum of \$1,800 to students, less expected family contribution, but not to exceed one-half of the cost of attendance (tuition and fees, books and supplies, room and board, and transportation).



program of study, or 600 clock hours beyond the master's level, does not meet the requirements of academic degrees or's level.

**SECONDARY CERTIFICATE, AWARD OR DIPLOMA (IN 1 ACADEMIC YEAR).** Requires the completion of a program that would be completed in less than 1 academic year (2 or 3 quarters) or less than 900 contact hours by a student enrolled full-time.

**SECONDARY CERTIFICATE, AWARD OR DIPLOMA (AT LEAST ONE BUT LESS THAN TWO ACADEMIC YEARS).** Requires the completion of an organized program of study at the postsecondary level of instruction of at least one but less than two full-time equivalent academic years, or designed for completion in at least one but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

**SECONDARY CERTIFICATE, AWARD OR DIPLOMA (AT LEAST TWO BUT LESS THAN FOUR ACADEMIC YEARS).** Requires the completion of an organized program of study at the postsecondary level of instruction of at least two but less than four full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or at least 1,800 but less than 3,600 contact hours.

**POSTSECONDARY EDUCATION.** The provision of a formal instructional program whose curriculum is designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This includes programs whose purpose is to provide vocational, and continuing professional education, and to provide vocational and adult basic education programs.

**CALENDAR SYSTEM.** The method by which an institution structures most of its courses for the calendar year.

**COMBINATION.** A combination of courses and related activities organized to attain broad education objectives as described in the institution's mission.

**EDUCATION WITH NO FORMAL AWARD.** Any formally organized program of study with stated occupational objectives and well defined competencies that does not lead to a formal award.

**QUARTER CALENDAR SYSTEM.** An academic year consisting of four equal quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the year.

**INSTRUCTIONAL PROGRAM.** Instructional activities designed to prepare students deficient in the general competencies necessary for regular postsecondary curriculum and educational setting.

**RESIDENCE.** A person's permanent address as determined by the state, such as a driver's license or voter registration. For international students, residence may be legal residence of a parent or guardian.

**HABITATION REQUIREMENTS.** Policies or laws requiring habitation in a particular place for a specified period of time.

**SPECIAL ADMISSIONS TESTS.** Tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

**STANDARDIZED ADMISSIONS TESTS.** Tests prepared and administered by an agency independent of any postsecondary institution, for purposes of making available to prospective students, information about the students' academic achievement relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

**SUPPLEMENTARY EDUCATIONAL OPPORTUNITIES (SEOG).** Public Law 92-318, as amended, Public Law 94-142, Higher Education Act of 1965, Title IV, Subpart A-2, 20 U.S.C. sec. 1070b - 1976.) Federal grants that provide financial assistance to high-school graduates with exceptional financial need to attend college. The grants are made directly to the institution of higher education, which select students for the award. The amount awarded to students shall not exceed \$1,500 per year, plus the amount of other student aid provided by the institution. However, every grant must be matched by the institution from a source under its control (including the College Work-Study Program and Direct Student Loans) or from public or private sources. Undergraduates must be enrolled on at least a half-time basis. Graduate students are not eligible for support under this program. (Note: Grant limitations are subject to change with reauthorization.)

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL).** A standardized test designed to determine an applicant's ability to succeed in instruction in English.

**TRIMESTER.** An academic year consisting of 3 terms of 12 weeks each.

#### **TUITION AND REQUIRED FEES.**

**Tuition:** Amount of money charged to students for instructional services. Tuition may be charged on a per course, or per credit basis.

**Required Fees:** Fixed sum charged to students for instructional services covered by tuition and required of such a sum by the institution of all students that the student does not pay the charge is an exception.

**UNDERGRADUATE.** A student enrolled in a four or five year bachelor's degree program, in an associate's degree program, or in a vocational or technical program below the baccalaureate level.

**UNIVERSITY WITHOUT WALLS/OPEN UNIVERSITY.** Postsecondary institutions with open admissions policies, no campus residency requirements and often use non-traditional delivery systems (telecourses, etc.).

**VETERANS ADMINISTRATION EDUCATION BENEFITS (VA).** Those benefits that are paid for student assistance for approved postsecondary education institutions for three categories of beneficiaries: surviving wives and children, discharged



**Completion Instructions**—when the survey is completed, return to your State Coordinator for forwarding to the National Center for Education Statistics (NCES). If your institution is not represented by a Coordinator at the State level, return the survey form directly to:

IPEDS Processing Center — VSE  
P.O. Box 4907  
Alexandria, VA 22303-0907



**Questions**—if there are any questions about this form, contact:

Susan G. Broyles  
(202) 254-6503



**Due Date—January 31, 1986**

*This form is authorized by  
law (20 U.S.C. 1221 e-1).  
While you are not required  
to respond, your  
cooperation is needed to  
make the results of this  
survey comprehensive,  
accurate, and timely.*

			County or Independent City
	State	Zip	Congressional District
Chief Administrator and title			Name of Respondent, title, and phone number
Members	FINANCIAL AID OFFICE ( )		ADMISSIONS OFFICE ( )
INFORMATION ( )			

## ES OF POSTSECONDARY EDUCATION OFFERINGS

**Does this institution offer instruction primarily for persons who have completed or left high school?**

Yes

No, but eligible for Federal Student Financial Aid  
(Please continue)

No, and *not* eligible for Federal Student Financial Aid  
(If you checked c, please stop here and return the form to NCES)

**Instruction (Check all that apply):**

- Occupational (resulting in entry level job skills) (4) ☐ Recreational or avocational  
 Academic, leading to a certificate, degree or diploma (5) ☐ Adult basic or remedial instruction or high school equivalent  
 Continuing professional

Check ONLY 4 or 5, please stop and return the form to NCES.

## INSTITUTIONAL ORGANIZATION AND ACCREDITATION

**Institution (entity) covered by this report is:**

A single institution offering instructional programs at one or more sites. Go to Question 2.

Part of a multi-institution system

Name of institutional system: \_\_\_\_\_

This institution is a (type of institution):

- (1) ☐ Central office or system office — Please stop and return the form to NCES.  
 (2) ☐ Administratively equal institution. Go to Question 2.  
 (3) ☐ Parent institution. Go to Question 2.  
 (4) ☐ Branch institution (Please continue)

Please provide name and address of parent institution

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Indicate below (with an X in the appropriate column) whether the institutional records specified are maintained separately at your branch or by the parent institution listed above:

- ☐ School District  
☐ County  
☐ Township  
☐ City  
☐ Special District  
☐ Other

- ☐ b. Religious Affiliation  
☐ Catholic  
☐ Jewish  
☐ Protestant (Specify) \_\_\_\_\_  
☐ Other (Specify) \_\_\_\_\_

**Level of Offering (Check all that apply)**

- ☐ Postsecondary Certificate, Award or Diploma of Less Than One Academic Year  
☐ Postsecondary Certificate, Award or Diploma of At Least One But Less Than Two Academic Years  
☐ Associate's Degree  
☐ Postsecondary Certificate, Award or Diploma of At Least Two But Less Than Four Academic Years  
☐ Other (Specify) \_\_\_\_\_

One academic year equals 30 semester credit hours or its equivalent, or 900 contact hours.

**Does this institution offer any formally organized programs (either academic or occupational) with well defined requirements that do not lead to a formal award?**

- ☐ No      ☐ Yes

**Institution is accredited by the following (Check all that apply):**

- ☐ National (3) ☐ State Accrediting or Approval Agency  
☐ Regional Accrediting Agency (4) ☐ Not Applicable

**Do any programs in this institution have specialized accreditation recognized by the U.S. Department of Education or listed on the attached list.**

- ☐ No      b. ☐ Yes      If yes, please list the specialized program accreditations by code number in the spaces provided below.

**ACCREDITATION CODES:** \_\_\_\_\_

\_\_\_\_\_

**PART B CALENDAR, ADMISSION REQUIREMENTS AND SERVICES**

**Dominant calendar system at this institution (Check one):**

- ☐ Semester (4) ☐ 4-1-4 Plan  
☐ Quarter (5) ☐ Differs Program by Program  
☐ Trimester (6) ☐ Other (Specify) \_\_\_\_\_

**Please check below all locations where credit/non-credit courses are offered.**

**CREDIT**

- ☐ In-State  
☐ Out-of-State  
☐ Abroad

**NON-CREDIT**

- a. ☐ In-State  
 b. ☐ Out-of-State  
 c. ☐ Abroad

**Please check below all facilities where credit/non-credit courses are offered.**

**CREDIT**

- ☐ On-campus

**NON-CREDIT**

- a. ☐ On-campus

Residency

**What was the average high school percentile rank of your last entering freshman class?**

(average percentile

Does your institution offer (credit/noncredit) activities using any of the following selected modes of instruction? (If "yes," please specify the mode of instruction in the space provided below.)

dit activities

- ☐ Work in a program-related setting with pay
- ☐ Work in a program-related setting without pay
- ☐ Home Study
- ☐ Correspondence
- ☐ Radio and TV
- ☐ Newspaper

**b. Non-credit activities**

- (1) ☐ Work in a program-related setting with pay  
(2) ☐ Work in a program-related setting without pay  
(3) ☐ Home Study  
☐ Correspondence  
☐ Radio and TV  
☐ Newspaper

**ed student services offered by your institution (Check all that apply):**

- |   |  |
|---|--|
| Remedial instructional programs           | (6) <input type="checkbox"/> Assistance for the hearing impaired         |
| Academic/career counseling                | (7) <input type="checkbox"/> Access for the mobility impaired            |
| Employment services for current students  | (8) <input type="checkbox"/> On-campus day care for children of students |
| Placement services for program completers | (9) <input type="checkbox"/> None of the above                           |
| Assistance for visually impaired          |  |

**STUDENT CHARGES FOR ACADEMIC YEAR 1985-86****AND REQUIRED FEES** (Use in-district, in-State charges, if applicable)

**Does your institution enroll any full-time students?**

No. Go to Part D                      b. ☐ Yes, please continue

**Application fee for admission required by your institution?**

No      b. ☐ Yes  
Amount \$ \_\_\_\_\_

**Full-time students, are there different tuition and fees charges for:**

erent student levels (e.g. freshman, sophomore)

No ☐ Yes

erent instructional programs?

No ☐ Yes

**o you charge full-time students?**

☐ Flat fee for tuition  
Amount: \$\_\_\_\_\_ Per \_\_\_\_\_ semester  
  \_\_\_\_ quarter  
  \_\_\_\_ program  
  \_\_\_\_ year

b. ☐ Per hour  
Amount: \$\_\_\_\_\_ Per \_\_\_\_\_ semester credit hour  
\_\_\_\_\_ quarter credit hour  
\_\_\_\_\_ contact hour  
\_\_\_\_\_ other, specify \_\_\_\_\_

Range of credit hours covered by this flat fee:

\_\_\_\_\_ Min to \_\_\_\_\_ Max

5 days ☐6 days ☐7 days ☐

Part-time students, please report the standard or average amounts for the following items (e.g., the amounts used by the financial aid office for computing student financial aid awards):

	Amount (whole dollars)
Books and supplies	\$ _____
Transportation	\$ _____
Room and board (for non-dormitory students)	\$ _____
Other miscellaneous expenses	\$ _____

## **D** PARTICIPATION IN FEDERAL PROGRAMS

Is your institution eligible to participate in any of the following Federal student financial aid programs? (Check all that apply for your current academic year)

Veterans Administration (VA)

(6) ☐ National Direct Student Loan (NDSL)

Pell Grants

(7) ☐ Higher Education Assistance Loan (HEAL)

Supplementary Educational Opportunity Grants (SEOG)

(8) ☐ Other Federal student financial aid programs

Guaranteed Student Loans (GSL)

(9) ☐ Not Eligible for any of the above

College Work Study (CWS)

Does your institution offer instruction through the Job Training Partnership Act (JTPA)?

a. ☐ No

b. ☐ Yes

c. ☐ Do Not Know

CIP CODE

PROGRAM TITLE

additional sheets if necessary)

**How many persons are employed full time at this institution?**

☐ Less Than 15

b. ☐ 15 or More

**At this institution:**

Are *all* instructional faculty employed on a part-time basis?

☐ No ☐ Yes

Do *all* instructional faculty contribute services (e.g., are members of a religious order), or are they *all* military personnel?

☐ No ☐ Yes

## INSTITUTIONAL IDENTIFICATION

### General Information

At the top of the report, enter the institution's mailing address and copy your 7-digit ID number from the address label on the cover page. Also enter the area code and phone number of the person responsible for completing the report.

**Institution Name and Address**—Enter the full name and mailing address of the institution, including 9-digit zip code (if known), as it appears in an institutional listing.

**Name and Title of Chief Administrator of Institution**—Enter the name and title of the chief administrator of the entity covered by this report: President, Chancellor, Provost, etc.)

**Telephone Numbers**—Enter the telephone numbers for general inquiries, Financial Aid Office, and the Admissions Office.

**Contact Person**—Enter the name, title, and telephone number of the person responsible for completing this report.

**5. Location of Institution**—Enter the name of the county or independent city in which your administrative unit is located.

**6. Congressional District**—Enter the number(s) of the congressional district(s) in which the institution is located. If the institution is physically located in more than one congressional district, indicate the number of each district and place an asterisk after the number of the district in which the main administrative unit is located.

### B. Types of Postsecondary Offerings

These questions are asked to verify the inclusion of the institution on the NCES list of institutions and agencies offering postsecondary education. Postsecondary education is defined as formal instructional programs with curricula designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This is to include postsecondary academic, vocational and continuing professional education. It excludes avocational and adult basic education programs.

## PERIOD OF REPORT

Enter the period of report as of the 1985-86 academic year, or the period July 1, 1985 through June 30, 1986.

## INSTRUCTIONS FOR PART A ORGANIZATION AND ACCREDITATION

**1. Institutional Type**—Indicate in the appropriate box the type of institution covered by this report. This question pertains to organizational structure, not to the location of instruction which is reported in Part B.

Check box a. If your institution operates independently of any other institution. It may conduct classes at one or more sites, but does not have other operating branches in any other locations.

If your institution is part of a multi-campus institution or part of a system of institutions, please check box b. and identify the name of the institutional system. Also please identify the type of unit your unit represents within this system, as follows:

Check box 1 if your unit is a central or system office, i.e., an administrative component. No further information is required, please return this form to NCES.

Check box 2 if your institution is one of the administrative units of a central administration or system.

If your institution is a parent institution (please see definition in the glossary), please check box 3 and send NCES a list of all branches.

Affiliation with a religious group need not imply financial support. Check the appropriate religious affiliation. If the religious affiliation is Protestant or other, specify the denomination. If more than one religious affiliation is appropriate, check all that apply.

**3. Level of Offering**—Check all applicable levels for all programs offered at this institution. Program levels are identified on the basis of either recognition for their completion, or duration of instruction, or a combination thereof.

(1) through (4) — Note that these categories are defined on the basis of *length* of programs. Do not designate program levels on the basis of the terminology used by the institution to describe these completions. All references to length of instruction should be interpreted to mean the equivalent of full-time instruction in academic years; that is, at least 1 but less than 2 years of instruction, or the number of credits or the course load that would be completed by a full-time student attending within the specified time periods. One academic year equals 30 semester credit hours, its equivalent, or 900 contact hours of instruction.



Program by Program."

**Instruction at Other Sites**—Indicate all locations where non-credit courses are offered. The intent of this item is to geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.

**Facilities Used for Course Instruction**—Indicate all of the facilities at which credit or non-credit course instruction is provided. Do not include facilities such as rented space on or adjacent to campus.

**Instruction at Military Installations**—Indicate whether the institution offers credit courses at military installations in the United States and/or abroad.

**Admission Requirements**—This item refers to credit programs. Indicate the types of information that are used as part of the admission process for entering freshman to your institution.

**High School Percentile**—Indicate the average percentile of all students in your last entering freshman class. Compare

7. **Modes of Instruction**—For credit and non-credit courses, indicate from the choices listed all of the types of delivery that are employed by the institution at any of the time. This list is not intended to be exhaustive, and omit traditional instructional modes.

- a. Experience in a job-related setting, with pay, in academic programs in which substantial periods of academic instruction alternate with work for pay in industries and occupations which are the objectives of the program. It could be employment held simultaneously with instructional employment was considered an integral part of the program.
- b. Experience in a job-related setting, without pay, in student/practice teaching or unpaid internships.

8. **Selected Student Services**—Indicate which of the services are provided for students at the institution. Check "Yes" if the institution has either required or voluntary programs designed to raise basic achievement levels or to improve skills. Include day care if the service is available, whether enrollees are charged a fee.

## INSTRUCTIONS FOR PART C STUDENT CHARGES

### General Instructions

Recognized that tuition and required fees and room and board may not be the same for all students at an institution. Please be guided by the following:

Report tuition and fees charged to in-district, in-State students (local residents) if there are different charges for each category at your institution.

Include all fixed sum charges which are REQUIRED of such a proportion of all students that the student who does not pay the charges is an exception.

Do not include any charges which are clearly optional.

If the institution has a single lump-sum charge for tuition, required fees, room, and board, please apportion the lump-sum charges among the appropriate categories to answer questions about tuition or fees.

### Items to be Completed

**Percent of Full-Time Students**—Indicate If your institution charges students on a full-time basis. If not, skip to Part D.

**Application Fee**—If your institution charges an application fee, indicate the amount.

**Fee Variations**—This applies to local resident full-time students. Indicate whether there are different tuition and fees for the different student levels or different instructional

5. **Typical Tuition and Required Fees**—Enter in the space provided the dollar amount of tuition and required fees for a typical student. Report the amount most frequently charged to each of the types of students indicated. If tuition is charged on a per hour basis, report the charge per hour by the number of hours that would be required per academic year to complete a degree or program at the institution.

6. and 7. **Typical Room and Board Charges**—If the institution maintains dormitory facilities, report as room charges (per academic year) the charge to a typical full-time student sharing with one other student.

Report as the board charge (for an academic year) the charge to a typical student. Check the number of days per week the board charges are applicable (5, 6, or 7). If board charges are calculated on a different basis (such as number of meals), estimate the number of days that would be covered by the contract amount.

If the institution makes a combined charge for room and board, estimate the proportions of the total charge in each category.

8. **Average Cost of Attendance Information**—Enter, if provided, the average amounts a typical full-time student is expected to pay/spend to attend your institution. If dormitory or room and board are provided, these charges should be reported in questions 6 and 7; report in question 9.c, the average

**Calendar System**—Indicate the predominant calendar on which the institution operates. If courses or programs are offered on more than one calendar, select the system under which most courses or programs are offered. If there is no predominant calendar system at the institution and the term of each program is different, check "Other" and list the term by Program."

**Location of Course Instruction**—Indicate all locations where credit or non-credit courses are offered. The intent of this item is to report geographically dispersed sites used for instructional offerings. Use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.

**Facilities Used for Course Instruction**—Indicate all of the facilities at which credit or non-credit course instruction is provided. Do not include facilities such as rented space on or adjacent to the campus.

**Instruction at Military Installations**—Indicate whether the institution offers credit courses at military installations in the United States and/or abroad.

**Admission Requirements**—This item refers to credit programs. Check the types of information that are used as part of the admission process for entering freshman to your institution.

**High School Percentile**—Indicate the average percentile rank of all students in your last entering freshman class. Compute

the average by summing the percentile ranks for all entering freshmen and divide by the number of entering freshmen in the sum. If it is not possible to compute the average, estimate it.

**7. Modes of Instruction**—For credit and non-credit courses, indicate from the choices listed all of the types of instructional delivery that are employed by the institution at any of its locations. This list is not intended to be exhaustive, and omit any non-traditional instructional modes.

- Experience in a job-related setting, with pay, credit, or non-credit programs in which substantial periods of academic instruction alternate with work for pay in industries and professions which are the objectives of the program. It could include employment held simultaneously with instructional activities. Employment was considered an integral part of the program.
- Experience in a job-related setting, without pay, credit, or non-credit. Includes student/practice teaching or unpaid internships.

**8. Selected Student Services**—Indicate which of the services are provided for students at the institution. Check all that apply. "Programs" if the institution has either required or voluntary programs designed to raise basic achievement levels or to improve basic skills. Include day care if the service is available, whether or not enrollees are charged a fee.

## INSTRUCTIONS FOR PART C STUDENT CHARGES

### General Instructions

Recognize that tuition and required fees and room and board charges may not be the same for all students at an institution. Please be guided by the following:

Report tuition and fees charged to in-district, in-State students (local residents) if there are different charges for each category at your institution.

Include all fixed sum charges which are REQUIRED of such a proportion of all students that the student who does not pay the charges is an exception.

Do not include any charges which are clearly optional.

If the institution has a single lump-sum charge for tuition, required fees, room, and board, please apportion the lump-sum charges among the appropriate categories to answer questions about tuition or fees.

### Items to be Completed

**Percentage of Full-Time Students**—Indicate if your institution enrolls students on a full-time basis. If not, skip to Part D.

**Application Fee**—If your institution charges an application fee,

**5. Typical Tuition and Required Fees**—Enter in the space provided the dollar amount of tuition and required fees for a typical student for the academic year most frequently charged to each of the types of students indicated. If tuition is charged on a per hour basis, report the charge per hour by the number of hours that would be required per academic year to complete a degree or program at the institution.

**6. and 7. Typical Room and Board Charges**—If the institution maintains dormitory facilities, report as room charges (for a typical student) the charge to a typical full-time student sharing a room with one other student.

Report as the board charge (for an academic year) the charge for a typical student. Check the number of days per week that the board charges are applicable (5, 6, or 7). If board charges are calculated on a different basis (such as number of meals), estimate the number of days that would be covered by the contract amount.

If the institution makes a combined charge for room and board, estimate the proportions of the total charge in each category.

## INSTRUCTIONS FOR PART **E** ADDITIONAL INFORMATION

tion should be completed by institutions that are new to the universe.

**1. Instructional Programs**—Please list the CIP code and title of all instructional programs offered at your institution. Use the attached from the Classification of Instructional Programs (CIP) to determine program codes and titles.

**2. Full-Time Staff**—Please indicate how many persons employed at your institution according to the categories shown.

**3. Instructional Faculty**—This item refers to ALL instructional faculty. Please answer parts a, b, and c.

	and baccalaureate degree programs)	American Medical Association, Committee on Medical Education and Accreditation	
ing Bureau of Health Education Schools		17.1	APCP ASSISTANT TO THE PRIMARY CARE PHYSICIAN
AAB	MEDICAL ASSISTANT EDUCATION (private schools and programs)	17.2	BBT SPECIALIST IN BLOOD BANK TECHNOLOGY
LTAB	MEDICAL LABORATORY TECHNICIAN EDUCATION (private schools with associate degree and certificate programs)	17.3	CYTO CYTOTECHNOLOGIST
HE	ALLIED HEALTH EDUCATION (private schools and programs)	17.4	DMS DIAGNOSTIC MEDICAL SONOGRAPHY
ing Commission on Education for Health Services Administration		17.5	EEG ELECTROENCEPHALOGRAPHIC TECHNOLOGIST
SA	HEALTH SERVICES ADMINISTRATION (graduate degree programs)	17.6	EMT EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC
ing Council on Education in Journalism and Mass Communication		17.7	HT HISTOLOGIC TECHNICIAN/TECHNICAL ASSISTANT
OUR	JOURNALISM (professional, baccalaureate and graduate degree programs)	17.8	MAC MEDICAL ASSISTANT
n Academy of Microbiology		17.9	MLTAD MEDICAL LABORATORY TECHNICIAN (associate degree)
ICB	MICROBIOLOGY (postdoctoral programs)	17.10	MLTC MEDICAL LABORATORY TECHNICIAN (certificate)
n Assembly of Collegiate Schools of Business		17.11	MRA MEDICAL RECORD ADMINISTRATION
US	BUSINESS (baccalaureate and graduate programs in business and management)	17.12	MRT MEDICAL RECORD TECHNICIAN
USA	BUSINESS (baccalaureate and master's programs in accountancy)	17.13	MT MEDICAL TECHNOLOGIST
n Association of Bible Colleges		17.14	NMT NUCLEAR MEDICINE TECHNOLOGIST
I	BIBLE COLLEGE EDUCATION (Bible colleges and institutes offering undergraduate programs)	17.15	OMA OPHTHALMIC MEDICAL ASSISTANT
n Association for Marriage and Family Therapy		17.16	OT OCCUPATIONAL THERAPIST
IFCC	MARRIAGE AND FAMILY THERAPY (clinical training programs)	17.17	PERF PERFUSIONIST
IFCD	MARRIAGE AND FAMILY THERAPY (graduate degree programs)	17.18	RAD RADIOGRAPHER
n Association of Nurse Anesthetists		17.19	RSTH RESPIRATORY THERAPIST
NEST	NURSE ANESTHESIA (professional schools/programs)	17.20	RSTHT RESPIRATORY THERAPY TECHNOLOGIST
n Bar Association		17.21	RTT RADIATION THERAPY TECHNOLOGIST
AW	LAW (professional schools)	17.22	SURGA SURGEON'S ASSISTANT
n Board of Funeral Service Education		17.23	SURGT SURGICAL TECHNOLOGIST
USER	FUNERAL SERVICE EDUCATION (independent schools and collegiate departments)		American Optometric Association
n College of Nurse-Midwives		18.1	OPT OPTOMETRY (professional programs)
MIDWF	NURSE MIDWIFERY (basic education programs)	18.2	OPTR OPTOMETRY (residency programs)
n Council on Pharmaceutical Education		18.3	OPTT OPTOMETRY (technician programs)
PHAR	PHARMACY (professional degree programs)		American Osteopathic Association
n Dental Association		19.1	OSTEO OSTEOPATHIC MEDICINE (program leading to D.O. degree)
DA	DENTAL ASSISTING		American Physical Therapy Association
DH	DENTAL HYGIENE	20.1	PTA PHYSICAL THERAPY (professional programs)
DT	DENTAL TECHNOLOGY	20.2	PTAA PHYSICAL THERAPY (program for physical therapist assistant)
DENT	DENTISTRY (programs leading to D.D.S. or D.M.S.)		American Podiatric Medical Association
		21.1	POD PODIATRY (professional and graduate degree programs)
			American Psychological Association
		22.1	CLPSY PSYCHOLOGY, CLINICAL (doctoral programs)
		22.2	COPSY PSYCHOLOGY, COUNSELING (graduate programs)
		22.3	IPSY PSYCHOLOGY, PROFESSIONAL (graduate programs)

	ter's degree programs)			National Architectural Accrediting Board, Inc.
an Veterinary Medical Association		37.1	ARCH	ARCHITECTURE (professional de
ADVET	VETERINARY MEDICINE (two-year program for the animal technician)			grams)
ET	VETERINARY MEDICINE (professional programs leading to D.V.M. or V.M.D. degrees)			National Association of Practical Nurse Education and Se
		38.1	PNE	NURSING (practical nurse programs)
ation for Clinical Pastoral Education				National Association of Schools of Art and Design
PAST	CLINICAL PASTORAL EDUCATION (basic, advanced, and supervisory clinical pastoral education programs)	39.1	ART	ART (professional schools and prog
				National Association of Schools of Dance
ation of Advanced Rabbinical and Talmudic Schools		40.1	DANCE	DANCE (professional schools and p
RABN	RABBINICAL AND TALMUDIC EDUCATION (advanced Rabbinical and Talmudic schools)			National Association of Schools of Music
		41.1	MUS	MUSIC (baccalaureate and gradua
ation of Independent Colleges and Schools				programs)
RCB	BUSINESS (private junior colleges and business schools)			National Association of Schools of Theatre
SRCB	BUSINESS (private senior colleges and business schools)	42.1	THEA	THEATRE (professional schools
PPB	BUSINESS (private postsecondary schools and programs)			grams)
ation of Theological Schools in the United States and Can-				National Association of Trade and Technical Schools
THEOL	THEOLOGY (graduate schools of theology)	43.1	NATTS	OCCUPATIONAL, TRADE AND TE
on Chiropractic Education				EDUCATION (associate and bacc
CHIRO	CHIROPRACTIC (programs leading to D.C. degree)			degree programs)
on Education for Public Health		43.2	NDNAT	OCCUPATIONAL, TRADE AND TE
CHE	COMMUNITY HEALTH EDUCATION (graduate programs)			EDUCATION (non-degree programs)
CHPM	COMMUNITY HEALTH/PREVENTIVE MEDICINE (graduate programs)			National Council for Accreditation of Teacher Education
PH	PUBLIC HEALTH (graduate schools of public health)	44.1	TED	TEACHER EDUCATION (baccalau
on Social Work Education				graduate degree programs)
SW	SOCIAL WORK (baccalaureate and master's degree programs)			National Home Study Council
ation for Interior Design Education Research		45.1	NHSC	HOME STUDY EDUCATION (asso
FIDER	INTERIOR DESIGN (professional and technical programs)			higher degree programs)
Committee on Medical Education				National League for Nursing, Inc.
MED	MEDICINE (programs leading to M.D. degree)	46.1	ADNUR	NURSING (associate degree progra
al Accreditation Council for Agencies Serving the Blind and y Handicapped		46.2	DNUR	NURSING (diploma programs)
BVH	BLIND AND VISUALLY HANDICAPPED EDUCATION (postsecondary vocational education programs)	46.3	NUR	NURSING (baccalaureate and high
				programs)
		46.4	PNUR	NURSING (practical nurse program
				Society of American Foresters
		47.1	FOR	FORESTRY (baccalaureate and h
				professional degree programs)
				Commission on Opticianry Accreditation
		48.1	OPD	OPTICIANRY (2-year programs for
				alamic dispenser)
		48.2	OPLT	OPTICIANRY (1-year program for t
				mlc laboratory technician)

States. Any geographic location not included in the aggregate.

**EMIC PROGRAM.** Instructional program of a professional or occupationally specific nature leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or result-credits that can be applied to one of these degrees.

**EMIC YEAR.** The period of time generally extending from September to June; usually equated to two semesters or trimesters, quarters, or the period covered by a 4-1-4 plan.

**EDITING AGENCIES.** Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly release their findings.

**ADMINISTRATIVELY EQUAL INSTITUTION.** Separately organized and independently administered site or campus with its own full-time administration and records system within an institutional system. The institution may report to a systems office but does not report to the parent institution.

**ADMISSION TEST SCORES.** Scores on standardized admissions tests or special admissions tests.

**ACCELERATED DEGREE.** Normally requires at least 2 but less than 4 years of full-time equivalent college work.

**ADDITIONAL PROGRAMS.** Instructional programs in personal, social, and leisure categories whose expressed intent is *not* to earn postsecondary credits, nor lead to a formal award or an occupational degree, or result in occupationally specific skills.

**ACCELERATOR'S DEGREE.** Normally requires at least 4 but not more than 6 years of full-time equivalent college work. This includes ALL of a student's degrees conferred in a COOPERATIVE or WORK-LEARNING PLAN or PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government, thus, it allows the student to combine actual work experience with his college studies. Also includes bachelor's degree in which the normal 4 years of work is completed in 3 years.

**ADDITIONAL CHARGES.** The charge for an academic year for meals, housing, and specific number of days per week.

**ADDITIONAL INSTITUTION.** A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and provides organized programs of study, not just courses.

**ADMINISTRATIVE OFFICE OR SYSTEM OFFICE.** The administrative component responsible for supervision of a multi-institutional system.

**ACADEMIC CERTIFICATE.** A formal award certifying the satisfactory completion of a postsecondary education program.

**ADMINISTRATOR.** The principal administrative official responsible for the direction of all affairs and operations of a postsecondary educational institution or that component of an organization that conducts postsecondary education and may report to a governing body.

ment of wages paid to students.

**CONTACT HOUR.** A unit of measure that represents a scheduled instruction given to students. The total number of contact hours spent by all students in scheduled instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets three times per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for two days, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

**CORRESPONDENCE.** Method of instruction with students receiving structured units of information and accompanying materials completely through the mail.

**COUNSELING SERVICE.** Activities designed to assist students in making plans and decisions related to their education, career, and personal development.

**CREDIT.** Recognition of attendance and/or performance in a postsecondary instructional activity (course or program) that can be applied toward requirements for a degree, diploma, or other formal award at a given institution.

**CREDIT COURSE.** A course that, if successfully completed, can be applied toward the number of courses required for a degree, diploma, certificate or other formal award at a given institution.

**DAY CARE SERVICE.** Activities designed to provide appropriate care and protection of infants, preschool, and school age children so their parents can participate in postsecondary educational programs.

**DEGREE.** An award conferred by a college, university, or other postsecondary education institution as official recognition of successful completion of a program of studies or, in some instances, as recognition for outstanding achievement or merit.

**DIPLOMA.** A formal document certifying the successful completion of a prescribed program of studies.

**EMPLOYMENT SERVICE FOR CURRENT STUDENTS.** Activities intended to assist students in obtaining part-time employment or other means for defraying part of the cost of their education.

**FOUR-ONE-FOUR PLAN.** The 4-1-4 calendar consists of four courses taken for four months, 1 course taken for one month, and four courses taken for four months. There may be an additional session.

**FRESHMAN.** A first year undergraduate student.

**FULL-TIME STUDENT.** A student enrolled for either 12 or more semester credits; 12 or more quarter credits; or 24 contact hours per week each term.

**GUARANTEED STUDENT LOANS (GSL)/FEDERALLY INSURED STUDENT LOANS (FISL).** (Public Law 89-329, as amended by Public Law 91-25, as amended, Public Law 94-482, Higher Education Act of 1965, as amended.)

**SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT.** A certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or other specified examination.

**INSTRUCTIONAL MEDIUM.** Method of instruction designed for students who receive instruction from the teaching institution. Instructional materials are provided to the student through various media with structure of information, assigned exercises for practice, and tests to measure achievement, which in turn are submitted to the teaching institution for evaluation.

**LEGAL RESIDENT.** Students who are legal residents of the locality in which they attend school.

**LOCAL EDUCATIONAL SYSTEM.** Two or more institutions of higher education under the control or supervision of a single administrative authority.

**RESEARCH ASSISTANT FACULTY.** Members of the Instruction/Research staff whose primary assignment is instruction including release time for research.

**JOINT VOUCHER PARTNERSHIP ACT (JTPA).** Legislation effective with Federal Fiscal Year 1984, enabling Private Industry Training Centers (PITCs) in service areas defined within each State to support training programs. Provisions of the legislation deal with the establishment of the councils, the range of allowable programs, and the populations to be served.

**LOCAL EDUCATIONAL AGENCY (LEA).** A public board of education or other public authority legally constituted within a State for the exercise of administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in: (1) a city, town, township, school district, or other political subdivision of a State; or such combination of school districts or counties as the State may designate as an administrative agency for its public elementary or secondary schools; (2) any other public institution or agency that exercises administrative control and direction of a public elementary or secondary school; and (3) any other public institution or agency that exercises administrative control and direction of a vocational education program.

**RESIDENT.** A student who is a legal resident of the locality in which he or she attends school.

**JOINT INSTALLATIONS.** One or more buildings or sites operated by the U.S. Army, Navy, Air Force, Marines, or other Federal agency, including Reserves and National Guard.

**PHYSICALLY IMPAIRED.** Any person who must use a standard manual wheelchair or other assistive device to move from place to place or any person who otherwise finds stairs and other physical features impediments to movements.

**UNITED INSTITUTION SYSTEM.** An institution that has either: (1) one or more sites or campuses responsible to one administration or may not be located on one of the sites or campuses, with a primary site or main campus with one or more branches

of the institution. The administrative unit or units of the multi-institutional system through which all the system's branches, and programs are linked.

**PART-TIME STUDENT.** A student enrolled for either 10 or fewer credits or less, or 11 quarter credits or less, or less than 12 hours per week.

**PELL GRANTS.** (Public Law 92-318, as amended, 94-482, Education Amendments of 1972, Title IV, 20 sec. 1070a-1976.) A source of Federal student financial aid provides eligible undergraduate students with a floor of funding to help them defray the cost of postsecondary education. The program provides grants for a minimum of a maximum of \$1,800 to students, less expected family contribution, but not to exceed one-half of the cost of attendance including tuition and fees, books and supplies, room and board, and a personal allowance. (Note: Grant limitations are subject to future revised legislation.)

**PLACEMENT SERVICE FOR PROGRAM COMPLETERS.** Assistance for students in evaluating their career alternatives and in obtaining full time employment upon leaving the institution.

**POSTSECONDARY CERTIFICATE, AWARD OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR).** Requires the completion of a program that would be completed in less than 1 academic year (less than 2 semesters or 3 quarters) or less than 900 contact hours of student enrolled full-time.

**POSTSECONDARY CERTIFICATE, AWARD, OR DIPLOMA (AT LEAST ONE BUT LESS THAN TWO ACADEMIC YEARS OF WORK).** Requires completion of an organized program of instruction at the postsecondary level of instruction of at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 1,800 contact hours.

**POSTSECONDARY CERTIFICATE, AWARD OR DIPLOMA (AT LEAST TWO BUT LESS THAN FOUR ACADEMIC YEARS OF WORK).** Requires completion of an organized program of study at the postsecondary level in at least two but less than four full-time equivalent academic years; or designed for completion in at least 60 but less than 120 credit hours, or at least 1,800 but less than 3,600 contact hours.

**POSTSECONDARY EDUCATION.** The provision of instruction at the postsecondary level of instruction whose curriculum is designed for students who have completed the requirements for a high school diploma or its equivalent. This includes programs for academic, vocational, and continuing professional education but excludes avocational and adult basic education programs.

**PREDOMINANT CALENDAR SYSTEM.** The method of instruction in which an institution structures most of its courses for the calendar year.

**PROGRAM.** A combination of courses and related activities designed for the attainment of broad education objectives established by the institution.

**ACCOMMODATION REQUIREMENTS.** Policies or laws requiring habitation in a particular place for a specified period of time.

**CHARGES.** The charge for an academic year for rooming and board accommodations of a typical student sharing a room with one other student.

**INSTITUTION.** A postsecondary institution that operates independently from other institutions. The institution may offer instruction at more than one geographic site, but all administration, governance and record keeping are at one site.

**INSTITUTIONAL ADMISSIONS TEST.** Tests prepared by or for a particular institution, or State (for State institutions) and administered by that institution, for purposes of determining prospective students' academic skills and competencies.

**STANDARDIZED ADMISSIONS TESTS.** Tests prepared and administered by an agency independent of any postsecondary educational institution, for purposes of making available to prospective students information about the students' academic qualifications for admission to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

**FEEDBACK ELEMENTARY EDUCATIONAL OPPORTUNITY GRANTS.** Federal grants that provide financial assistance to school graduates with exceptional financial need to enable them to attend college. The grants are made directly to institutions of higher education, which select students for the awards. Grants awarded to students shall not exceed \$1,500 per year or one-half the amount of other student aid provided by the institution. However,

Undergraduates must be enrolled on at least a half-time basis. Graduate students are not eligible for support under this program. (Note: Grant limitations are subject to change with revision.)

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL).** A standardized test designed to determine an applicant's ability to understand and use English for instruction in English.

**TRIMESTER.** An academic year consisting of 3 terms or semesters, each of 10 to 12 weeks each.

#### **TUITION AND REQUIRED FEES.**

**Tuition:** Amount of money charged to students for instruction and other educational services. Tuition may be charged on a per credit, per course, or per semester basis.

**Required Fees:** Fixed sum charged to students for items not covered by tuition and required of such a large percentage of all students that the student who does not pay the charge is an exception.

**UNDERGRADUATE.** A student enrolled in a four or five year bachelor's degree program, in an associate degree program, or in a vocational or technical program below the baccalaureate level.

**VETERANS ADMINISTRATION EDUCATION BENEFITS (VA).** Those benefits that are paid for student assistance to eligible veterans and their dependents at approved postsecondary education institutions for three types of beneficiaries: surviving wives and children, discharged veterans, and active armed-services employees in special programs.

**VISUALLY IMPAIRED.** Any person whose sight loss is so severe to adversely affect educational performance.



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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

If there are any questions about this form, contact:

**DUE DATE:**

The racial/ethnic data on this survey is mandatory only for those institutions subject to requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For other institutions, it is voluntary and authorized by U.S.C. 1305e-1. See instructions for further information.



## N I: CONTINUED

Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less Than 2 Academic Years		Associate's Degrees		Awards of At Least 2 Academic Years
	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	
(2)							
LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW							
Total (Sum of 6-digit specialties)							
ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE							
Non-Resident Alien							
Black, Non-Hispanic							
American Indian or Alaskan Native							
Native Hawaiian or Pacific Islander							
Hispanic							

## ADDITIONAL PROGRAMS

[illegible]

**NAME: PROGRAM COMPLETIONS FOR BACCALAUREATE AND ABOVE**

[illegible]

**CONTINUED**

Bachelor's Degrees		Post-baccalaureate Certificates		Master's Degrees		Post-Master's Certificates		Total
Men	Women	Men	Women	Men	Women	Men	Women	
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW

[illegible]

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE

[illegible]

**B, SECTION II: ADDITIONAL PROGRAMS**

CIP Code	Program Title  (2)	Bachelor's Degrees		Post- baccalaureate Certificates		Master's Degrees		Post-M Certif	
		Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)	Men (17)	
PLEASE WRITE THE CIP DISCIPLINE DIVISION CODE AND TITLE HERE									
. 0000	Total (Sum of 6-digit specialties)								
ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTAL LINE ABC									
0000-1	Non-Resident Alien								
0000-2	Black, Non-Hispanic								
0000-3	American Indian or Alaskan Native								
0000-4	Asian or Pacific Islander								
0000-5	Hispanic								
0000-6	White, Non-Hispanic								



July 1, 1986 - June 30, 1987

**SECTION I: FIRST-PROFESSIONAL PROGRAMS**

Program Title	Number of First-Professional Degrees Awarded	
	Men	Women
	(3)	(4)
(2)		

**IS IMMEDIATELY BELOW. SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE ABOVE PROGRAM**

1	Non-Resident Alien		
2	Black, Non-Hispanic		
3	American Indian or Alaskan Native		
4	Asian or Pacific Islander		
5	Hispanic		
6	White, Non-Hispanic		

**SECTION II: ADDITIONAL FIRST-PROFESSIONAL PROGRAMS**

Program Title	Number of First-Professional Degrees Awarded	
	Men	Women
	(3)	(4)
(2)		

5 IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE ABOVE PROGRAM

-1	Non-Resident Alien		
-2	Black, Non-Hispanic		
-3	American Indian or Alaskan Native		
-4	Asian or Pacific Islander		
-5	Hispanic		
-6	White, Non-Hispanic		

## GENERAL INSTRUCTIONS

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

All degrees and other formal awards conferred by your institution between July 1, 1986 and June 30, 1987 should be reported on this form. Report only those degrees which are actually conferred. Degrees earned but not yet conferred during this time period should be reported in next year's survey.

## INSTRUCTIONS FOR PARTS A and B

A. Program Classification. This form incorporates the new Classification of Instruction Programs (CIP), 1985 version. A complete list of CIP program titles is included in the IPED package. Report awards by CIP as follows:

1. Part A - Report all program completions below the baccalaureate in the appropriate columns.
2. Part B - Report program completions at the baccalaureate and above in the columns as requested.

B. Section 1. Program Completions (Parts A and B). These sections of the survey form include a preprinted list of all program titles and their appropriate 6-digit CIP codes that are known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them by drawing a line through the program title(s). Enter the number of awards conferred during the reporting period in the appropriate columns.

If awards were conferred in a program specialty that is not listed, please do the following:

1. Refer to the CIP listing and select the CIP program title that most closely represents your program.
2. Enter the 6-digit CIP code and its program title in the spaces provided.
3. If no title on the CIP list can be used to describe your program, either:

2. Using the CIP listing, enter in columns 1 and 2, the 6-digit CIP codes and program titles for those specialties in which awards were conferred.

3. Enter the number of awards conferred during the reporting period in the appropriate columns.

A. Award Categories. Report all postsecondary awards, certificates, and diplomas below the associate degree in Part A. Bachelor's, master's post-master's certificates, and doctor's degrees conferred during the reporting period are to be reported in Part B. Do not report honorary degrees.

Post-master's certificates should include, but not be limited to, recognition granted to students who have completed all but their dissertation (ABD's) and thus are not seeking the doctor's degree; Candidate in Philosophy; and Specialist in Education (Ed. S.).

Report all degrees and awards conferred. If a student earned 2 degrees at a different levels between July 1, 1986 and June 30, 1987 (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report each of the awards in its appropriate classification.

B. Classification of Degrees According to Major Field of Study.

1. Specific Classification. Classify degrees as specifically as the list of programs in the broad discipline divisions of the report form permits. Thus, report a bachelor's degree in business administration with an accounting major in Accounting (06.0201), NOT in Business and Management, General (06.0101).

2. Degree of Doctor of Philosophy. Classify the Doctor of Philosophy degree according to the student's major field of study. Thus, a Ph.D. in Chemistry should be reported as a degree in Chemistry, NOT as one in Philosophy.

3. Majors of Students Prepared to Teach. The general rule is to classify degrees according to the major area of specialization. This means, in general, that degrees of students who are qualified to teach an academic subject, such as English, biology, or foreign languages but did not go through a program solely for that purpose, should be reported respectively in Letters, Biological Sciences, and Foreign Languages, and NOT in Education. On the other hand, the degrees of students who have gone through a program that is specifically preparing them to teach special subjects, as agriculture, art, music, etc., should be reported in Agricultural education (13.1301), Art education (13.1302), and Music education (13.1312, etc.), under Education.

4. Split Major. When a student graduates with a split major, report the degree in the area of greater specialization, if possible. If this is not possible, the degree should be reported in the program closest to the combination. If a split major involves two languages, report in 16.0101, Foreign Languages, Multiple Emphasis. Similarly, within each of the other discipline divisions, if a split major involves two specialties within

courses of study (e.g., one in Business and Management and one in Foreign Languages) report each degree in the appropriate program area.

7. General Majors. The term general major is used to designate diversified curriculum within an area of study. Ordinarily, degrees based on a general major should be reported in one of the general categories of the report form, such as Physical Sciences, General (40.0101); Social Sciences, General (45.0101); Mathematics, General (27.0101); etc. Thus a degree based on a concentration in History-Government-Economics should be reported in Social Sciences, General.
8. Interdisciplinary Studies. The CIP code 30 is for reporting fields of study which represent two or more broad discipline divisions. Specify the name of the Multi-Interdisciplinary study when reporting in 30.9999.
9. Arts and Sciences or General Programs Not Organized in Occupational Curriculums. A degree or award based on less than four years of work in the arts and sciences or general programs not organized in occupational curriculums should be reported as Liberal/General Studies (24.0101).

#### INSTRUCTIONS FOR PART C - FIRST-PROFESSIONAL DEGREES

- A. Section I. First-Professional Programs. This section of the survey form includes a preprinted list of all first-professional degree programs known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them by drawing a line through the program title(s). Enter the number of awards conferred during the reporting period in the appropriate columns.
- B. Section II. Additional First-Professional Programs. Identify any first-professional degree programs not listed in Section I by referring to the CIP list for a 6-digit code and program title. Enter this information in columns 1 and 2 and report the number of degrees conferred in columns 3 and 4.

During racial/ethnic collection years, a separate sheet must be completed for each additional first-professional degree program. Indicate the racial/ethnic designation for each first-professional degree program separately.

#### CATEGORIZATION OF STUDENTS BY RACIAL/ETHNIC STATUS AND SEX

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. (See Voluntary versus Required Reporting.)

- A. Method of Collection: The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized,

lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155), are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Non-resident aliens are to be reported separately, on the lines provided, rather than in any of the five racial/ethnic categories which follow.

Black, Non-Hispanic. A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White, Non-Hispanic. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

C. Assignment to Categories: For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

### CHECKING THE FORM

This form was designed to simplify the checking to see that both the program specialities and the racial/ethnic categories add to the total for a discipline division. By adding down the speciality lines and up the racial/ethnic lines, both should result in the same division total. Please be sure that these additions are verified prior to returning the form. This will reduce the need for this office to ask for clarification later.

Note that there are no grand total lines on the form. These totals will be generated by computer during the edit process; therefore, be sure to include all pages when returning the form.

effort in reporting data on degree data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete the survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey in order that the data may represent the entire universe of higher education.

## COMPLIANCE INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted educational programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office of Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of the categories, please inform us of this fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

### 100.6 Compliance Information

#### (b) Compliance Reports

Each recipient shall keep records and submit to the responsible Department official or designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance

The following definitions are arranged in alphabetical order:

ASSOCIATE'S DEGREES. Normally requires at least 2 but less than 4 years of full-time equivalent college work.

BACHELOR'S DEGREES. Normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in COOPERATIVE or WORK-STUDY PLAN or PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with his college studies. Also include bachelor's degrees in which the normal 4 years of work is completed in 3 years.

DEGREE. An award conferred by a college, university, or other postsecondary educational institution as official recognition for the successful completion of a program of study.

DIPLOMA. A formal document certifying the successful completion of a prescribed program of studies.

DOCTOR'S DEGREES. Requires work at the graduate level that terminates in a Doctor's degree. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the PH.D degree in any field whether Agriculture, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. In the case of the Doctor of Public Health, the prior professional degree is generally earned in the closely related professional field of medicine or of sanitary engineering.)

FIRST-PROFESSIONAL DEGREES. Requires completion of a program that meets all three of the following: (1) Completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entrance to the program; and (3) A total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

CS recognizes the following 10 fields as awarding first-professional degrees: Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S or D.M.D.), Law (LL.B., or J.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (D.Pharm.), Podiatry (Pod.D., or D.P.), Theology (B.D., M.D., M.H.L.), and Veterinary Medicine (D.V.M.).

The "Other" category is to be used only in the event that there are first-professional degrees within the 10 professions other than those specifically named in connection with the professions.

MASTER'S DEGREES. Requires the successful completion of a program of study of at least the full-time-equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

Except for the Master of Divinity degree (Part C), report all master's degrees in Part B Column



the title of master.

POST-MASTER'S CERTIFICATE. Requires completion of an organized program of study of credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctoral level.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (less than 1 year). Requires completion of a program that would be completed in less than 1 academic year (2 semesters or 3 quarters) or less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (at least one but less than two academic years work). Requires completion of an organized program of study at the postsecondary level of instruction of at least one but less than two full-time-equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (at least two but less than four academic years). Requires completion of an organized program of study at the postsecondary level in at least two but less than four full-time-equivalent academic years; or designed for completion in at least 60 but less than 120 credit hours, or at least 1,800 but less than 3,600 contact hours.

PROGRAM. A combination of courses and related activities organized for the attainment of broad education objectives as described by the institution.

your State Coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

The racial/ethnic data on this survey is mandatory only for those institutions subject to requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For other institutions, it is voluntary and authorized by U.S.C. e-1. See instructions for further information.



**ION 1: CONTINUED**

Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less Than 2 Academic Years		Associate's Degrees	
	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)
(2)						
Total (Sum of 6-digit specialties)						
ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE						
Non-Resident Alien						
Black, Non-Hispanic						
American Indian or Alaskan Native						
Asian or Pacific Islander						



## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

All degrees and other formal awards conferred by your institution between July 1, 1986 and June 30, 1987 should be reported on this form. Report only those degrees which are actually conferred. Degrees earned but not yet conferred during this time period should be reported in next year's survey.

## INSTRUCTIONS FOR PART A

Part A applies to award levels ranging from postsecondary certificates of less than one year to those of at least 2 but less than 4 academic years.

A. Program Classification. This form incorporates the new Classification of Instructional Programs (CIP), 1985 version. A complete list of CIP program titles is included in the IPED package.

B. Section 1. Program Completions. This section of the survey form includes a preprinted list of all program titles and their appropriate 6-digit CIP codes that are known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them by drawing a line through the program title(s). Enter the number of awards conferred during the reporting period in the appropriate columns.

If awards were conferred in a program specialty that is not listed, please do the following:

1. Refer to the CIP listing and select the CIP program title that most closely represents your program.
2. Enter the 6-digit CIP code and its program title in the spaces
3. If no title on the CIP list can be used to describe your program
  - a. enter the data under the "general" category (0101) or
  - b. enter the exact title of your program and assign the 4-digit code and the 2-digit number preprinted in column 1. DO NOT develop new numbers.
4. Enter the number of awards conferred during the reporting period in the appropriate column.

Refer to the CIP listing for the appropriate 2-digit discipline code. Enter this 2-digit code and the discipline division title where indicated.

- Using the CIP list, enter in columns 1 and 2, the 6-digit CIP codes and program title for those specialties in which awards were conferred.
- Enter the number of awards conferred during the reporting period in the appropriate columns.

D. Award Categories. Report all postsecondary awards, certificates, and diplomas below the baccalaureate degree in the appropriate columns, as indicated, that were conferred during the reporting period. Do not report honorary degrees.

E. Classification of Degrees According to Major Field of Study.

- Specific Classification.** Classify degrees as specifically as the list of programs in the broad discipline divisions of the report form permits. Thus, report an associate degree in business administration with an accounting major in Accounting (06.020) NOT in Business and Management, General (06.0101).
- Double Majors.** When a student graduates with a major in two program areas, report the award in the field in which the award was conferred.
- Completions of Two Independent Programs.** If a student receives two awards for completing two programs in two totally independent courses of study (e.g., Small Business Management and Computer Programming) report both completions, each in its appropriate category.
- General Majors.** The term general major is used to designate diversified curriculum within an area of study. Ordinarily, degrees based on a general major should be reported in one of the general categories of the report form, such as Physical Sciences, General (40.0101); Social Sciences, General (45.0101); Mathematics, General (27.0101); etc. Thus a degree based on a concentration in History-Government-Economics should be reported in Social Sciences, General.
- Interdisciplinary Studies.** The CIP code 30. is for reporting fields of study which represent two or more broad discipline divisions. Specify the name of the Multi-Interdisciplinary study when reporting in 30.9999.
- Arts and Sciences or General Programs Not Organized in Occupational Curriculums.** An award or degree based on less than four years of work in the arts and sciences or general programs not organized in occupational curriculums should be reported in Liberal/General Studies (24.0101).

CATEGORIZATION OF STUDENTS BY RACIAL/ETHNIC STATUS AND SEX.

This information is being gathered in compliance with Title VI of the Civil Rights Act

the categories are:

Non-Resident Alien. A person who is not a citizen or national of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. Resident aliens, who are not citizens or nationals of the United States and who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155), are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Non-resident aliens are to be reported separately, on the lines provided, rather than in any one of the five racial/ethnic categories which follow.

Black, Non-Hispanic. A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White, Non-Hispanic. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

C. Assignment to Categories: For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

### CHECKING THE FORM

This form was designed to simplify the checking to see that both the program specialty and the racial/ethnic categories add to the total for a discipline division. By adding down the specialty lines and up the racial/ethnic lines, both should result in the same division total. Please be sure that these additions are verified prior to returning the form. This will reduce the need for this office to ask for clarification later.

Note that there are no grand total lines on the form. These totals will be generated by computer during the edit process; therefore, be sure to include all pages when returning the form.



effort in reporting award or degree data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete this survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey in order that the data may represent the entire universe of higher education.

## FILING INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted educational programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office of Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of the categories, please inform us of this fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and similar provisions of Title VI regulations of other Federal agencies, authorize collection of this information.

### 100.6 Compliance Information

#### (b) Compliance Reports

Each recipient shall keep records and submit to the responsible Department official or designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance

The following definitions are arranged in alphabetical order:

ASSOCIATE'S DEGREES. Normally requires at least 2 but less than 4 years of full-time equivalent college work.

DEGREE. An award conferred by a college, university, or other postsecondary educational institution as official recognition for the successful completion of a program of study.

DIPLOMA. A formal document certifying the successful completion of a prescribed program of studies.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (less than 1 year). Requires completion of a program that would be completed in less than 1 academic year (2 semesters or 3 quarters) or less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (at least one but less than two academic years work). Requires completion of an organized program of study at the postsecondary level of instruction of at least one but less than two full-time-equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (at least two but less than four academic years). Requires completion of an organized program of study at the postsecondary level in at least two but less than four full-time-equivalent academic years; or designed for completion in at least 60 but less than 120 credit hours, or at least 1,800 but less than 3,600 contact hours.

PROGRAM. A combination of courses and related activities organized for the attainment of broad education objectives as described by the institution.

# Classification of Instructional Programs— 1985

- 01.0102 Agricultural Business
- 01.0103 Agricultural Economics
- 01.0104 Farm and Ranch Management
- 01.0199 Agricultural Business and Management, Other
- 01.02 Agricultural Mechanics**
  - 01.0201 Agricultural Mechanics, General
  - 01.0202 Agricultural Electrification, Power, and Controls
  - 01.0203 Agricultural Mechanics, Construction, and Maintenance Skills
  - 01.0204 Agricultural Power Machinery
  - 01.0205 Agricultural Structures, Equipment, and Facilities
  - 01.0206 Soil and Water Mechanical Practices
  - 01.0299 Agricultural Mechanics, Other
- 01.03 Agricultural Production**
  - 01.0301 Agricultural Production, General
  - 01.0302 Animal Production
  - 01.0303 Aquaculture
  - 01.0304 Crop Production
  - 01.0305 Game Farm Management
  - 01.0399 Agricultural Production, Other
- 01.04 Agricultural Products and Processing**
  - 01.0401 Agricultural Products and Processing, General
  - 01.0402 Food Products
  - 01.0499 Agricultural Products and Processing, Other
- 01.05 Agricultural Services and Supplies**
  - 01.0501 Agricultural Services and Supplies, General
  - 01.0502 Agricultural Services
  - 01.0503 Agricultural Supplies Marketing
  - 01.0504 Pet Grooming
  - 01.0505 Animal Training
  - 01.0506 Horseshoeing
  - 01.0507 Horse Handling and Care
  - 01.0599 Agricultural Services and Supplies, Other
- 01.06 Horticulture**
  - 01.0601 Horticulture, General
  - 01.0602 Arboriculture
  - 01.0603 Ornamental Horticulture
  - 01.0604 Greenhouse Operation and Management
  - 01.0605 Landscaping
  - 01.0606 Nursery Operation and Management
  - 01.0607 Turf Management
  - 01.0699 Horticulture, Other
- 01.07 International Agriculture**
  - 01.0701 International Agriculture
- 01.99 Agribusiness and Agricultural Production, Other**
  - 01.9999 Agribusiness and Agricultural Production,

- 02.0209 Poultry
- 02.0299 Animal Sciences, Other
- 02.03 Food Sciences**
  - 02.0301 Food Sciences
- 02.04 Plant Sciences**
  - 02.0401 Plant Sciences, General
  - 02.0402 Agronomy
  - 02.0403 Horticulture Science
  - 02.0408 Plant Protection (Pest Management)
  - 02.0409 Range Management
  - 02.0499 Plant Sciences, Other
- 02.05 Soil Sciences**
  - 02.0501 Soil Sciences
- 02.99 Agricultural Sciences, Other**
  - 02.0299 Agricultural Sciences, Other
- 03. RENEWABLE NATURAL RESOURCES**
  - 03.01 Renewable Natural Resources, General**
    - 03.0101 Renewable Natural Resources, General
  - 03.02 Conservation and Regulation**
    - 03.0201 Conservation and Regulation, General
    - 03.0202 Conservation
    - 03.0203 Resources Protection and Regulation
    - 03.0299 Conservation and Regulation, Other
  - 03.03 Fishing and Fisheries**
    - 03.0301 Fishing and Fisheries
    - Commercial Fishing Operations (see 49.0303)
  - 03.04 Forestry Production and Processing**
    - 03.0401 Forestry Production and Processing, General
    - 03.0402 Forest Production
    - 03.0403 Forest Products Utilization
    - 03.0404 Forest Products Processing Technology
    - 03.0405 Logging
    - 03.0499 Forestry Production and Processing, Other
  - 03.05 Forestry and Related Sciences**
    - 03.0501 Forestry and Related Sciences, General
    - 03.0502 Forestry Science
    - 03.0504 Forest Engineering
    - 03.0506 Forest Management
    - 03.0509 Wood Science
    - 03.0599 Forestry and Related Sciences, Other
  - 03.06 Wildlife Management**
    - 03.0601 Wildlife Management
  - 03.99 Renewable Natural Resources, Other**
    - 03.9999 Renewable Natural Resources, Other
- 04. ARCHITECTURE AND ENVIRONMENTAL DESIGN**
  - 04.01 Architecture and Environmental Design, General**
    - 04.0101 Architecture and Environmental Design,

- 04.0601 Landscape Architecture
- 1.07 Urban Design
  - 04.0701 Urban Design
- 1.08 Land Use Management and Reclamation
  - 04.0801 Land Use Management and Reclamation
- 1.99 Architecture and Environmental Design, Other
  - 04.9999 Architecture and Environmental Design, Other
- 5. AREA AND ETHNIC STUDIES
  - 5.01 Area Studies
    - 05.0101 African Studies
    - 05.0102 American Studies
    - 05.0103 Asian Studies, General
    - 05.0104 East Asian Studies
    - 05.0105 Eastern European Studies
    - 05.0106 European Studies, General
    - 05.0107 Latin American Studies
    - 05.0108 Middle Eastern Studies
    - 05.0109 Pacific Area Studies
    - 05.0110 Russian and Slavic Studies
    - 05.0111 Scandinavian Studies
    - 05.0112 South Asian Studies
    - 05.0113 Southeast Asian Studies
    - 05.0114 Western European Studies
    - 05.0115 Canadian Studies
    - 05.0199 Area Studies, Other
  - 5.02 Ethnic Studies
    - 05.0201 Afro-American (Black) Studies
    - 05.0202 American Indian Studies
    - 05.0203 Hispanic-American Studies
    - 05.0204 Islamic Studies
    - 05.0205 Jewish Studies
    - 05.0299 Ethnic Studies, Other
  - 5.99 Area and Ethnic Studies, Other
    - 05.9999 Area and Ethnic Studies, Other
- 6. BUSINESS AND MANAGEMENT
  - 6.01 Business and Management, General
    - 06.0101 Business and Management, General
  - 6.02 Accounting
    - 06.0201 Accounting
  - 6.03 Banking and Finance
    - 06.0301 Banking and Finance
  - 6.04 Business Administration and Management
    - 06.0401 Business Administration and Management, General
    - 06.0402 Contract Management and Procurement/Purchasing
    - 06.0403 Product Management
    - 06.0499 Business Administration and Management, Other
  - 6.05 Business Economics
    - 06.0501 International Business Management
  - 6.06 Investments and Securities
    - 06.1001 Investments and Securities
  - 6.06.11 Labor/Industrial Relations
    - 06.1101 Labor/Industrial Relations
  - 6.06.12 Management Information Systems
    - 06.1201 Management Information Systems
  - 6.06.13 Management Science
    - 06.1302 Operations Research (Quantitative Methods)
    - 06.1303 Management Science, General
    - 06.1399 Management Science, Other
  - 6.06.14 Marketing Management and Research
    - 06.1401 Marketing Management
    - 06.1402 Marketing Research
    - 06.1499 Marketing Management and Research, Other
  - 6.06.15 Organizational Behavior
    - 06.1501 Organizational Behavior
  - 6.06.16 Personnel Management
    - 06.1601 Personnel Management
  - 6.06.17 Real Estate
    - 06.1701 Real Estate
  - 6.06.18 Small Business Management and Ownership
    - 06.1801 Small Business Management and Ownership
  - 6.06.19 Taxation
    - 06.1901 Taxation
  - 6.06.20 Trade and Industrial Supervision and Management
    - 06.2001 Trade and Industrial Supervision and Management
  - 6.06.21 Computer Installation Management
    - 06.2101 Computer Installation Management
  - 6.06.99 Business and Management, Other
    - 06.9999 Business and Management, Other
- 07. BUSINESS (ADMINISTRATIVE SUPPORT)
  - 07.01 Accounting, Bookkeeping, and Related Programs
    - 07.0101 Accounting, Bookkeeping, and Related Programs, General
    - 07.0102 Accounting and Computing
    - 07.0103 Bookkeeping
    - 07.0104 Machine Billing, Bookkeeping, and Computing
    - 07.0199 Accounting, Bookkeeping, and Related Programs, Other
  - 07.02 Banking and Related Financial Programs
    - 07.0201 Banking and Related Financial Programs, General
    - 07.0203 Insurance Clerk
    - 07.0205 Teller
    - 07.0299 Banking and Related Financial Programs, Other

- 07 0399 Business Data Processing and Related Programs, Other
- 07.04 Office Supervision and Management
  - 07 0401 Office Supervision and Management
- 07.05 Personnel and Training Programs
  - 07 0501 Personnel and Training Programs, General
  - 07 0502 Training Assisting
  - 07 0503 Personnel Assisting
  - 07 0599 Personnel and Training Programs, Other
- 07.06 Secretarial and Related Programs
  - 07 0601 Secretarial and Related Programs, General
  - 07 0602 Court Reporting
  - 07 0603 Executive Secretarial
  - 07 0604 Legal Secretarial
  - 07 0605 Medical Secretarial
  - 07 0606 Secretarial
  - 07 0607 Stenographic
  - 07 0699 Secretarial and Related Programs, Other
- 07.07 Typing, General Office, and Related Programs
  - 07 0701 Typing, General Office and Related Programs, General
  - 07 0702 Clerk-Typist
  - 07 0703 Correspondence Clerk
  - 07 0704 Duplicating Machine Operation
  - 07 0705 General Office Clerk
  - 07 0707 Receptionist and Communication Systems Operation
  - 07 0708 Shipping, Receiving, and Stock Clerk
  - 07 0709 Traffic, Rate, and Transportation Clerk
  - 07 0799 Typing, General Office, and Related Programs, Other
- 07.08 Word Processing
  - 07 0801 Word Processing
- 07.99 Business (Administrative Support), Other
  - 07 9999 Business (Administrative Support), Other

## 08. MARKETING AND DISTRIBUTION

- 08.01 Apparel and Accessories Marketing
  - 08 0101 Apparel and Accessories Marketing, General
  - 08 0102 Fashion Merchandising
  - 08 0103 Fashion Modeling
  - 08 0104 Footwear Marketing
  - 08 0105 Jewelry Marketing
  - 08 0199 Apparel and Accessories Marketing, Other
- 08.02 Business and Personal Services Marketing
  - 08 0201 Business and Personal Services Marketing, General
  - Advertising (see 09 0201)
  - 08 0202 Display
  - 08 0203 Marketing of Business or Personal Services
  - 08 0299 Business and Personal Services Marketing, Other
- 08.03 Entrepreneurship
  - 08 0301 Entrepreneurship

- 08 0601 Food Marketing, General
- 08 0602 Convenience Store Marketing
- 08 0603 Specialty Foods Marketing
- 08 0604 Supermarket Marketing
- 08 0605 Wholesale Food Marketing
- 08 0699 Food Marketing, Other
- 08.07 General Marketing
  - 08 0701 Auctioneering
  - 08 0702 Industrial Sales
  - 08 0703 International Marketing
  - Marketing Management (see 06 1401)
  - Marketing Research (see 06 1402)
  - 08 0704 Purchasing
  - 08 0705 Retailing
  - 08 0706 Sales
  - 08 0707 Wholesaling
  - 08 0708 Marketing, General
  - 08 0799 General Marketing, Other
- 08.08 Home and Office Products Marketing
  - 08 0801 Home and Office Products Marketing, General
  - 08 0802 Appliance Marketing
  - 08 0803 Building Materials Marketing
  - 08 0805 Furniture Marketing
  - 08 0806 Hardware Marketing
  - 08 0807 Office Products and Equipment Marketing
  - 08 0808 Specialty Home Furnishings Marketing
  - 08 0899 Home and Office Products Marketing, Other
- 08.09 Hospitality and Recreation Marketing
  - 08 0901 Hospitality and Recreation Marketing, General
  - Hotel/Motel Management (see 06 0701)
  - 08 0902 Marketing of Hotel/Motel Services
  - 08 0903 Marketing of Recreational Services
  - Recreational Enterprises Management (see 06 0702)
  - 08 0904 Recreational Products Marketing
  - Resort Management (see 06 0703)
  - Restaurant Management (see 06 0704)
  - 08 0905 Waiter, Waitress and Related Services
  - 08 0999 Hospitality and Recreation Marketing, Other
- 08.10 Insurance Marketing
  - 08 1001 Insurance Marketing
  - Real Estate (see 06 17)
  - Real Estate (see 06 1701)
- 08.11 Transportation and Travel Marketing
  - 08 1101 Transportation and Travel Marketing, General
  - 08 1102 Transportation Marketing
  - 08 1104 Tourism
  - Transportation Management (see 06 0701)
  - 08 1105 Travel Services Marketing
  - 08 1106 Warehouse Services Marketing

- 09.04 Journalism (Mass Communications)
  - 09 0401 Journalism (Mass Communications)
- 09 05 Public Relations
  - 09 0501 Public Relations
- 09.06 Radio/Television News Broadcasting
  - 09 0601 Radio/Television News Broadcasting
- 09.07 Radio/Television, General
  - 09 0701 Radio/Television, General
- 09.08 Telecommunications 09.0801 Telecommunications
  - 09 0801 Telecommunications
- 09.99 Communications, Other
  - 09 9999 Communications, Other

## 10. COMMUNICATIONS TECHNOLOGIES

- 10.01 Communications Technologies
  - 10 0101 Educational Media Technology
  - 10 0102 Motion Picture Technology
  - 10 0103 Photographic Technology
  - 10 0104 Radio and Television Production and Broadcasting Technology
  - 10 0105 Sound Recording Technology
  - 10 0106 Video Technology
  - 10 0199 Communications Technologies Other

## 11. COMPUTER AND INFORMATION SCIENCES

- 11.01 Computer and Information Sciences, General
  - 11 0101 Computer and Information Sciences General
- 11.02 Computer Programming
  - 11 0201 Computer Programming
- 11.03 Data Processing
  - 11 0301 Data Processing
- 11.04 Information Sciences and Systems
  - 11 0401 Information Sciences and Systems
- 11.05 Systems Analysis
  - 11 0501 Systems Analysis
- 11.06 Microcomputer Applications
  - 11 0601 Microcomputer Applications
- 11.99 Computer and Information Sciences, Other
  - 11 9999 Computer and Information Sciences Other

## 12. CONSUMER, PERSONAL AND MISCELLANEOUS SERVICES

- 12.01 Drycleaning and Laundering Services
  - 12 0101 Drycleaning and Laundering Services
- 12.02 Entertainment Services
  - 12 0202 Bartending
  - 12 0203 Card Dealing
  - 12 0204 Umpiring
  - 12 0299 Entertainment Services Other
- 12.03 Funeral Services
  - 12 0301 Funeral Services

## 13. EDUCATION

- 13 01 Education, General
  - 13 0101 Education General
- 13 02 Bilingual/Crosscultural Education
  - 13 0201 Bilingual/Crosscultural Education
  - 13 0202 Bilingual Education Assisting
  - 13 0299 Bilingual/Crosscultural Education
- 13.03 Curriculum and Instruction
  - 13 0301 Curriculum and Instruction
- 13.04 Education Administration
  - 13 0401 Education Administration General
  - 13 0402 Administration of Special Education
  - 13 0403 Adult and Continuing Education Administration
  - 13 0404 Educational Supervision
  - 13 0405 Elementary and Secondary Education Administration
  - 13 0406 Higher Education Administration
  - 13 0407 Community College Education Administration
  - 13 0499 Education Administration Other
- 13 05 Educational Media
  - 13 0501 Educational Media
- 13 06 Evaluation and Research
  - 13 0601 Evaluation and Research General
  - 13 0603 Educational Statistics and Research
  - 13 0604 Educational Testing Evaluation and Measurement
  - 13 0605 Elementary and Secondary Research
  - 13 0606 Higher Education Research
  - 13 0699 Evaluation and Research Other
- 13.07 International and Comparative Education
  - 13 0701 International and Comparative Education
- 13.08 School
  - 13 0801 School
- 13.09 Social Foundations
  - 13 0901 Social Foundations
- 13.10 Special Education
  - 13 1000 Special Education
  - 13 1001 Education of the Physically Handicapped
  - 13 1002 Education of the Emotionally Handicapped
  - 13 1003 Education of the Gifted/Talented
  - 13 1004 Education of the Mentally Retarded
  - 13 1005 Education of the Visually Handicapped
  - 13 1006 Education of the Hearing Impaired
  - 13 1007 Education of the Multi-Handicapped
  - 13 1008 Education of the Severely Handicapped
  - 13 1009 Education of the Visually Handicapped
  - 13 1010 Remedial Education
  - 13 1011 Specific Learning Disabilities
  - 13 1012 Speech Correction
  - 13 1099 Special Education Other
- 13 11 Student Counseling and Personnel Services
  - 13 1101 Student Counseling and Personnel Services

- 13 1203 Junior High/Middle School Education
- 13 1204 Pre-Elementary Education
- 13 1205 Secondary Education
- 13 1299 Teacher Education, General Programs, Other
- 13 13 Teacher Education, Specific Subject Areas**
  - 13 1301 Agricultural Education
  - 13 1302 Art Education
  - 13 1303 Business Education
  - 13 1304 Driver and Safety Education
  - 13 1305 English Education
  - 13 1306 Foreign Languages Education
  - 13 1307 Health Education
  - 13 1308 Home Economics Education
  - 13 1309 Industrial Arts Education
  - 13 1310 Marketing and Distributive Education
  - 13 1311 Mathematics Education
  - 13 1312 Music Education
  - 13 1313 Nutritional Education
  - 13 1314 Physical Education
  - 13 1315 Reading Education
  - 13 1316 Science Education
  - 13 1317 Social Science Education
  - 13 1318 Social Studies Education
  - 13 1319 Technical Education
  - 13 1320 Trade and Industrial Education
  - 13 1321 Computer Education
  - 13 1399 Teacher Education, Specific Subject Areas  
Other
- 13 14 Teaching English as a Second Language/Foreign Language**
  - 13 1401 Teaching English as a Second Language/  
Foreign Language
- 13 15 Teacher Assisting**
  - 13 1501 Teacher Assisting
- 13 99 Education, Other**
  - 13 9999 Education, Other

## **14. ENGINEERING**

- 14.01 Engineering, General**
  - 14 0101 Engineering, General
- 14.02 Aerospace, Aeronautical, and Astronautical Engineering**
  - 14 0201 Aerospace, Aeronautical, and Astronautical  
Engineering
- 14.03 Agricultural Engineering**
  - 14 0301 Agricultural Engineering
- 14.04 Architectural Engineering**
  - 14 0401 Architectural Engineering
- 14.05 Bioengineering and Biomedical Engineering**
  - 14 0501 Bioengineering and Biomedical Engineering
- 14.06 Ceramic Engineering**
  - 14 0601 Ceramic Engineering
- 14.07 Chemical Engineering**
  - 14 0701 Chemical Engineering

- 14 1101 Engineering Mechanics
- 14.12 Engineering Physics**
  - 14 1201 Engineering Physics
- 14.13 Engineering Science**
  - 14 1301 Engineering Science
- 14.14 Environmental Health Engineering**
  - 14 1401 Environmental Health Engineering
- 14.15 Geological Engineering**
  - 14 1501 Geological Engineering
- 14.16 Geophysical Engineering**
  - 14 1601 Geophysical Engineering
- 14.17 Industrial Engineering**
  - 14 1701 Industrial Engineering
- 14.18 Materials Engineering**
  - 14 1801 Materials Engineering
- 14.19 Mechanical Engineering**
  - 14 1901 Mechanical Engineering
- 14.20 Metallurgical Engineering**
  - 14 2001 Metallurgical Engineering
- 14.21 Mining and Mineral Engineering**
  - 14 2101 Mining and Mineral Engineering
- 14.22 Naval Architecture and Marine Engineering**
  - 14 2201 Naval Architecture and Marine Engineering
- 14.23 Nuclear Engineering**
  - 14 2301 Nuclear Engineering
- 14.24 Ocean Engineering**
  - 14 2401 Ocean Engineering
- 14.25 Petroleum Engineering**
  - 14 2501 Petroleum Engineering
- 14.26 Surveying and Mapping Sciences**
  - 14 2601 Surveying and Mapping Sciences
  - 14 2602 Cartography
- 14.27 Systems Engineering**
  - 14 2701 Systems Engineering
- 14.28 Textile Engineering**
  - 14 2801 Textile Engineering
- 14.99 Engineering, Other**
  - 14 9999 Engineering, Other

## **15. ENGINEERING AND ENGINEERING RELATED TECHNOLOGIES**

- 15.01 Architectural Technologies**
  - 15 0101 Architectural Design and Construction  
Technology
  - 15 0102 Architectural Interior Design Technology
  - 15 0199 Architectural Technologies, Other
- 15.02 Civil Technologies**
  - 15 0201 Civil Technology
  - 15 0202 Drafting and Design Technology
  - 15 0203 Surveying and Mapping Technology



Maintenance Technologies, Other

**15.05 Environmental Control Technologies**

- 15 0501 Air Conditioning, Heating, and Refrigeration Technology
- 15 0502 Air Pollution Control Technology
- 15 0503 Energy Conservation and Use Technology
- 15 0504 Sanitation Technology
- 15 0505 Solar Heating and Cooling Technology
- 15 0506 Water and Wastewater Technology
- 15 0599 Environmental Control Technologies, Other

**15.06 Industrial Production Technologies**

- 15 0602 Food Processing Technology
- 15 0603 Industrial Technology
- 15 0606 Optical Technology
- 15 0607 Plastic Technology
- 15 0609 Textile Technology
- 15 0610 Welding Technology
- 15 0699 Industrial Production Technologies, Other

**15.07 Quality Control and Safety Technologies**

- 15 0701 Occupational Safety and Health Technology
- 15 0702 Quality Control Technology
- 15 0799 Quality Control and Safety Technologies, Other

**15.08 Mechanical and Related Technologies**

- 15 0801 Aeronautical Technology
- 15 0803 Automotive Technology
- 15 0804 Marine Propulsion Technology
- 15 0805 Mechanical Design Technology
- 15 0899 Mechanical and Related Technologies, Other

**15.09 Mining and Petroleum Technologies**

- 15 0901 Coal Mining Technology
- 15 0902 Mining (Excluding Coal) Technology
- 15 0903 Petroleum Technology
- 15 0999 Mining and Related Technologies, Other

**15.10 Construction Technology**

- 15 1001 Construction Technology

**15.99 Engineering and Engineering-Related Technologies, Other**

- 15 9999 Engineering and Engineering-Related Technologies, Other

**16. FOREIGN LANGUAGES**

**16.01 Foreign Languages, Multiple Emphases**

- 16 0101 Foreign Languages, Multiple Emphasis

**16.02 African (Non-Semitic) Languages**

- 16 0201 African (Non-Semitic) Languages

**16.03 Asiatic Languages**

- 16 0301 Chinese
- 16 0302 Japanese
- 16 0399 Asiatic Languages, Other

**16.04 Balto-Slavic Languages**

16 0901 French

16 0902 Italian

16 0903 Latin

16 0904 Portuguese

16 0905 Spanish

16 0999 Italic Languages, Other

**16.10 Native American Languages**

- 16 1001 Native American Languages

**16.11 Semitic Languages**

- 16 1101 Arabic
- 16 1102 Hebrew
- 16 1199 Semitic Languages, Other

**16.99 Foreign Languages, Other**

- 16 9999 Foreign Languages, Other

**17. ALLIED HEALTH**

**17.01 Dental Services**

- 17 0101 Dental Assisting
- 17 0102 Dental Hygiene
- 17 0103 Dental Laboratory Technology
- 17 0199 Dental Services, Other

**17.02 Diagnostic and Treatment Services**

- 17 0201 Cardiovascular Technology
- 17 0202 Dialysis Technology
- 17 0203 Electrocardiograph Technology
- 17 0204 Electroencephalograph Technology
- 17 0205 Emergency Medical Technology-Ambulance
- 17 0206 Emergency Medical Technology-Paramedic
- 17 0207 Medical Radiation Dosimetry
- 17 0208 Nuclear Medical Technology
- 17 0209 Radiologic (Medical) Technology
- 17 0210 Respiratory Therapy Technology
- 17 0211 Surgical Technology
- 17 0212 Diagnostic Medical Sonography
- 17 0299 Diagnostic and Treatment Services, Other

**17.03 Medical Laboratory Technologies**

- 17 0301 Blood Bank Technology
- 17 0302 Chemistry Technology
- 17 0303 Clinical Animal Technology
- 17 0304 Clinical Laboratory Aide
- 17 0305 Clinical Laboratory Assisting
- 17 0306 Cytotechnology
- 17 0307 Hematology Technology
- 17 0308 Histologic Technology
- 17 0309 Medical Laboratory Technology
- 17 0310 Medical Technology
- 17 0311 Microbiology Technology
- 17 0399 Medical Laboratory Technologies, Other

**17.04 Mental Health/Human Services**

- 17 0401 Alcohol/Drug Abuse Specialty
- 17 0402 Community Health Work
- 17 0404 Home Health Aide
- Medical Social Work (see 44.0702)
- 17 0405 Mental Health/Human Services Assistant

17.0509	Physical Assisting	18.07	Health Services Administration
17.0510	Podiatric Assisting	18.0701	Health Services Administration
17.0512	Veterinarian Assisting	18.0702	Health Care Planning
17.0513	Health Unit Coordinating	18.0703	Medical Records Administration
17.0514	Chiropractic Assisting	18.0799	Health Services Administration, Other
17.0599	Miscellaneous Allied Health Services, Other		
<b>17.06 Nursing-Related Services</b>		<b>18.09 Medical Laboratory</b>	
17.0601	Geriatric Aide	18.0901	Medical Laboratory
17.0602	Nursing Assisting		
17.0605	Practical Nursing	<b>18.10 Medicine</b>	
17.0606	Health Unit Management	18.1001	Medicine, General
17.0699	Nursing-Related Services, Other	18.1002	Allergies and Endomology
<b>17.07 Ophthalmic Services</b>		18.1003	Anesthesiology
17.0701	Ophthalmic Dispensing	18.1004	Colon and Rectal Surgery
17.0705	Optometric Technology	18.1005	Dermatology
17.0799	Ophthalmic Services, Other	18.1006	Emergency Medicine
<b>17.08 Rehabilitation Services</b>		18.1007	Family Practice
17.0801	Art Therapy	18.1008	Geriatrics
17.0802	Corrective Therapy	18.1009	Immunology
17.0803	Dance Therapy	18.1010	Internal Medicine
17.0804	Exercise Physiology	18.1011	Neurological Surgery
17.0806	Music Therapy	18.1012	Nuclear Medicine
17.0807	Occupational Therapy	18.1013	Obstetrics and Gynecology
17.0808	Occupational Therapy Assisting	18.1014	Ophthalmology
17.0809	Occupational Therapy Aide	18.1015	Orthodontic Surgery
17.0811	Orthotics/Prosthetics	18.1016	Orthopedic
17.0812	Orthopedic Assisting	18.1017	Otorhinolaryngology/Otolaryngology
17.0813	Physical Therapy	18.1018	Pathology
17.0814	Physical Therapy Aide	18.1019	Pediatrics
17.0815	Physical Therapy Assisting	18.1020	Physical Medicine and Rehabilitation
17.0816	Recreational Therapy	18.1021	Plastic Surgery
17.0817	Recreational Therapy Assisting	18.1022	Preventive Medicine
17.0818	Respiratory Therapy	18.1023	Psychiatry
17.0819	Respiratory Therapy Assisting	18.1024	Neurology
17.0820	Speech/Hearing Therapy Aide	18.1025	Radiology
17.0822	Recreational Therapy Aide	18.1026	Surgery
17.0899	Rehabilitation Services, Other	18.1027	Thoracic Surgery
<b>17.99 Allied Health, Other</b>		18.1028	Urology
17.9999	Allied Health, Other	18.1029	Hematology
		18.1030	Sports Medicine
		18.1099	Medicine, Other
<b>18. HEALTH SCIENCES</b>			
<b>18.01 Audiology and Speech Pathology</b>		<b>18.11 Nursing</b>	
18.0101	Audiology	18.1101	Nursing, General
18.0102	Speech Pathology	18.1102	Anesthetist
18.0103	Speech-Language Pathology/Audiology	18.1103	Maternal/Child Health
18.0199	Audiology and Speech Pathology, Other	18.1104	Medical Surgical
<b>18.02 Basic Clinical Health Sciences</b>		18.1105	Nursing Administration
18.0201	Clinical Anatomy	18.1106	Psychiatric/Mental Health
18.0202	Clinical Biochemistry	18.1107	Public Health
18.0203	Clinical Microbiology	18.1199	Nursing, Other
18.0204	Clinical Pathology		
18.0205	Clinical Physiology	<b>18.12 Optometry</b>	
18.0206	Clinical Toxicology	18.1201	Optometry
18.0299	Basic Clinical Health Sciences, Other	<b>18.13 Osteopathic Medicine</b>	
		18.1301	Osteopathic Medicine
		<b>18.14 Pharmacy</b>	
		18.1401	Pharmacy

**Public Health**

- 18.2201 Public Health Laboratory Science
- 18.2202 Epidemiology
- 18.2203 Public Health Education
- 18.2204 Public Health Practice and Management
- 18.2299 Public Health, Other
- 4 Veterinary Medicine
  - 18.2401 Veterinary Medicine
- 9 Health Sciences, Other
  - 18.9999 Health Sciences, Other

**HOME ECONOMICS**

- 1 Home Economics, General
  - 19.0101 Home Economics, General
- 2 Business Home Economics
  - 19.0201 Business Home Economics
- 3 Family and Community Services
  - 19.0301 Family and Community Services
- 4 Family/Consumer Resource Management
  - 19.0401 Family/Consumer Resource Management, General
  - 19.0402 Consumer Science
  - Home Management (see 20.0109)
  - 19.0499 Family/Consumer Resource Management, Other
- 5 Food Sciences and Human Nutrition
  - 19.0501 Food Sciences and Human Nutrition, General
  - 19.0502 Food/Food Sciences
  - 19.0503 Dietetics/Human Nutritional Services
  - 19.0599 Food Sciences and Human Nutrition, Other
- 6 Human Environment and Housing
  - 19.0601 Human Environment and Housing, General
  - 19.0602 Household Equipment
  - 19.0603 Housing
  - Interior Design (see 04.0501)
  - 19.0699 Human Environment and Housing, Other
- 7 Individual and Family Development
  - 19.0701 Individual and Family Development, General
  - Child Development, Care, and Guidance (see 20.0102)
  - 19.0703 Family Counseling
  - 19.0704 Family Relations
  - 19.0705 Gerontological Services
  - 19.0799 Individual and Family Development, Other
- 9 Textiles and Clothing
  - 19.0901 Textiles and Clothing, General
  - 19.0902 Fashion Design
  - 19.0904 Textile Science
  - 19.0999 Textiles and Clothing, Other
- 99 Home Economics, Other
  - 19.9999 Home Economics, Other

**VOCATIONAL HOME ECONOMICS**

- 20.02 Child Care and Guidance Management and Services
  - 20.0201 Child Care and Guidance Management and Services, General
  - 20.0202 Child Care Aide/Assisting
  - 20.0203 Child Care Management
  - 20.0204 Foster Care/Family Care
  - 20.0299 Child Care and Guidance Management and Services, Other
- 20.03 Clothing, Apparel, and Textiles Management, Production, and Services
  - 20.0301 Clothing, Apparel, and Textiles Management, Production, and Services, General
  - 20.0302 Clothing Maintenance Aide
  - 20.0303 Commercial Garment and Apparel Construction
  - 20.0304 Custom Apparel/Garment Seamstress
  - 20.0305 Custom Tailoring and Alteration
  - 20.0306 Fashion/Fabric Coordination
  - 20.0308 Wedding/Specially Consulting
  - 20.0399 Clothing, Apparel, and Textiles Management, Production, and Services, Other
- 20.04 Food Production, Management and Services
  - 20.0401 Food Production, Management, and Services, General
  - 20.0402 Baking
  - 20.0403 Chef/Cook
  - 20.0404 Dietetic Aide/Assisting
  - 20.0405 Food Catering
  - 20.0406 Food Service
  - 20.0408 School Food Service
  - 20.0499 Food Production, Management, and Services, Other
- 20.05 Home Furnishings and Equipment Management, Production, and Services
  - 20.0501 Home Furnishings and Equipment Management, Production, and Services, General
  - 20.0502 Custom Drapery and Window Treatment Design/Making
  - 20.0503 Custom Slipcovering and Upholstering
  - 20.0504 Floral Design
  - 20.0505 Home Decorating
  - 20.0506 Home Furnishings Aide
  - 20.0507 Home-Service Assisting
  - 20.0599 Home Furnishings and Equipment Management, Production, and Services, Other
- 20.06 Institutional, Home Management, and Supporting Services
  - 20.0601 Institutional, Home Management, and Supporting Services, General
  - 20.0602 Companion to the Aged
  - 20.0603 Consumer Aide/Assisting
  - 20.0604 Custodial Services
  - 20.0605 Executive Housekeeping
  - 20.0606 Homemaker's Aide
  - 20.0699 Institutional, Home Management, and Supporting Services, Other

- 22.01 Law
  - 22 0101 Law
  - 22 0102 Pre-Law
  - 22 0103 Legal Assisting
  - 22 0199 Law, Other

## 23. LETTERS

- 23.01 English, General
  - 23 0101 English, General
- 23.02 Classics
  - 23 0201 Classics
- 23.03 Comparative Literature
  - 23 0301 Comparative Literature
- 23.04 Composition
  - 23 0401 Composition
- 23.05 Creative Writing
  - 23 0501 Creative Writing
- 23.06 Linguistics (Includes Phonetics, Semantics, and Philology)
  - 23 0601 Linguistics (Includes Phonetics, Semantics, and Philology)
- 23.07 Literature, American
  - 23 0701 Literature, American
- 23.08 Literature, English
  - 23 0801 Literature, English
- 23.10 Speech, Debate, and Forensics
  - 23 1001 Speech, Debate, and Forensics
- 23.11 Technical and Business Writing
  - 23 1101 Technical and Business Writing
- 23.12 English as a Second Language
  - 23 1201 English as a Second Language
- 23.99 Letters, Other
  - 23 9999 Letters, Other

## 24. LIBERAL/GENERAL STUDIES

- 24.01 Liberal/General Studies
  - 24 0101 Liberal Arts and Sciences
  - 24 0102 General Studies
  - 24 0199 Liberal/General Studies, Other

## 25. LIBRARY AND ARCHIVAL SCIENCES

- 25.01 Library and Archival Sciences, General
  - 25 0101 Library and Archival Sciences, General
- 25.02 Archival Science
  - 25 0201 Archival Science
- 25.03 Library Assisting
  - 25 0301 Library Assisting
- 25.04 Library Science
  - 25 0401 Library Science
- 25.05 Museology
  - 25 0501 Museology

- 26 0305 Plant Pathology
- 26 0307 Plant Physiology
- 26 0399 Botany, Other

- 26.04 Cell and Molecular Biology
  - 26 0401 Cell Biology
  - 26 0402 Molecular Biology
  - 26 0499 Cell and Molecular Biology, Other

- 26.05 Microbiology
  - 26 0501 Microbiology

- 26.06 Miscellaneous Specialized Areas, Life Sciences, Other
  - 26 0601 Anatomy
  - 26 0602 Biometrics and Biostatistics
  - 26 0603 Ecology
  - 26 0604 Embryology
  - 26 0605 Endocrinology
  - 26 0606 Histology
  - 26 0607 Marine Biology
  - 26 0608 Neurosciences
  - 26 0609 Nutritional Sciences
  - 26 0610 Parasitology
  - 26 0611 Radiobiology
  - 26 0612 Toxicology
  - 26 0699 Miscellaneous Specialized Areas, Life Sciences, Other

- 26.07 Zoology
  - 26 0701 Zoology, General
  - 26 0702 Entomology
  - 26 0703 Genetics, Human and Animal
  - 26 0704 Pathology, Human and Animal
  - 26 0705 Pharmacology, Human and Animal
  - 26 0706 Physiology, Human and Animal
  - 26 0799 Zoology, Other

- 26.99 Life Sciences, Other
  - 26 9999 Life Sciences, Other

## 27. MATHEMATICS

- 27.01 Mathematics, General
  - 27 0101 Mathematics, General
- 27.02 Actuarial Sciences
  - 27 0201 Actuarial Sciences
- 27.03 Applied Mathematics
  - 27 0301 Applied Mathematics
- 27.04 Pure Mathematics
  - 27 0401 Pure Mathematics
- 27.05 Statistics
  - 27 0501 Statistics
- 27.99 Mathematics, Other
  - 27 9999 Mathematics, Other

## 28. MILITARY SCIENCES

- 28.01 Aerospace Science (Air Force)
  - 28 0101 Aerospace Science (Air Force)

28.99 Military Sciences, Other  
28.9999 Military Sciences, Other

## 29. MILITARY TECHNOLOGIES

- 29.01 Military Technologies
  - 29.0101 Military Technologies
- 29.99 Military Technologies, Other
  - 29.9999 Military Technologies, Other

## 30. MULTI/INTERDISCIPLINARY STUDIES

- 30.01 Biological and Physical Sciences
  - 30.0101 Biological and Physical Sciences
- 30.02 Clinical Pastoral Care
  - 30.0201 Clinical Pastoral Care
- 30.03 Engineering and Other Disciplines
  - 30.0301 Engineering and Other Disciplines
- 30.04 Humanities and Social Sciences
  - 30.0401 Humanities and Social Sciences
- 30.05 Peace Studies
  - 30.0501 Peace Studies
- 30.06 Systems Science
  - 30.0601 Systems Science
- 30.07 Women's Studies
  - 30.0701 Women's Studies
- 30.08 Mathematics and Computer Science
  - 30.0801 Mathematics and Computer Science
- 30.09 Imaging Science
  - 30.0901 Imaging Science
- 30.99 Multi/Interdisciplinary Studies, Other
  - 30.9999 Multi/Interdisciplinary Studies, Other

## 31. PARKS AND RECREATION

- 31.01 Parks and Recreation, General
  - 31.0101 Parks and Recreation, General
- 31.02 Outdoor Recreation
  - 31.0201 Outdoor Recreation
- 31.03 Parks and Recreation Management
  - 31.0301 Parks and Recreation Management
- 31.04 Water Resources
  - 31.0401 Water Resources
- 31.99 Parks and Recreation, Other
  - 31.9999 Parks and Recreation, Other

## 32. BASIC SKILLS

- 32.01 Basic Skills
  - 32.0101 Basic Skills, General
  - 32.0102 Academic and Intellectual Skills
  - 32.0103 Communication Skills
  - 32.0104 Computational Skills
  - 32.0105 Job Seeking/Changing Skills
  - 32.0106 Motor Skills

- 34.01 Health-Related Activities
  - 34.0101 Health-Related Activities, General
  - 34.0102 Birth-Related Health Practices
  - 34.0103 Health Enhancement Practices
  - 34.0104 Health Treatment/Prevention Practices
  - 34.0199 Health-Related Activities, Other

## 35. INTERPERSONAL SKILLS

- 35.01 Interpersonal Skills
  - 35.0101 Interpersonal Skills, General
  - 35.0102 Building Human Relationships
  - 35.0103 Perception of Others
  - 35.0104 Social Role Engineering
  - 35.0199 Interpersonal Skills, Other

## 36. LEISURE AND RECREATIONAL ACTIVITIES

- 36.01 Leisure and Recreational Activities
  - 36.0101 Leisure and Recreational Activities, General
  - 36.0102 Crafts (Leisure and Recreational)
  - 36.0103 Games
  - 36.0104 Hobbies
  - 36.0105 Housing/Home Maintenance
  - 36.0106 Nature Appreciation
  - 36.0107 Pet Care
  - 36.0108 Sports/Physical Education
  - 36.0109 Travel
  - 36.0199 Leisure and Recreational Activities, Other

## 37. PERSONAL AWARENESS

- 37.01 Personal Awareness
  - 37.0101 Personal Awareness, General
  - 37.0102 Coping Skills
  - 37.0103 Personal Decisionmaking
  - 37.0104 Self-Perception
  - 37.0105 Values, Attitudes, and Beliefs
  - 37.0199 Personal Awareness, Other

## 38. PHILOSOPHY AND RELIGION

- 38.01 Philosophy
  - 38.0101 Philosophy
- 38.02 Religion
  - 38.0201 Religion
- 38.99 Philosophy and Religion, Other
  - 38.9999 Philosophy and Religion, Other

## 39. THEOLOGY

- 39.01 Biblical Languages
  - 39.0101 Biblical Languages
- 39.02 Bible Studies
  - 39.0201 Bible Studies
- 39.03 Missionary Studies

- 40.03 Astrophysics
  - 40.0301 Astrophysics
- 40.04 Atmospheric Sciences and Meteorology
  - 40.0401 Atmospheric Sciences and Meteorology
- 40.05 Chemistry
  - 40.0501 Chemistry, General
  - 40.0502 Analytical Chemistry
  - 40.0503 Inorganic Chemistry
  - 40.0504 Organic Chemistry
  - 40.0505 Pharmaceutical Chemistry
  - 40.0506 Physical Chemistry
  - 40.0599 Chemistry, Other
- 40.06 Geological Sciences
  - 40.0601 Geology
  - 40.0602 Geochemistry
  - 40.0603 Geophysics and Seismology
  - 40.0604 Paleontology
  - 40.0699 Geological Sciences, Other
- 40.07 Miscellaneous Physical Sciences
  - 40.0701 Metallurgy
  - 40.0702 Oceanography
  - 40.0703 Earth Science
  - 40.0799 Miscellaneous Physical Sciences, Other
- 40.08 Physics
  - 40.0801 Physics, General
  - 40.0802 Atomic / Molecular Physics
  - 40.0806 Nuclear Physics
  - 40.0807 Optics
  - 40.0808 Solid State Physics
  - 40.0899 Physics, Other
- 40.09 Planetary Science
  - 40.0901 Planetary Science
- 40.99 Physical Sciences, Other
  - 40.9999 Physical Sciences, Other

## 41. SCIENCE TECHNOLOGIES

- 41.01 Biological Technologies
  - 41.0101 Biological Laboratory Technology
  - 41.0102 Oceanographic (Biological) Technology
  - 41.0199 Biological Technologies, Other
- 41.02 Nuclear Technologies
  - 41.0201 Nuclear Materials Handling Technology
  - 41.0202 Nuclear Power Plant Operation Technology
  - 41.0203 Nuclear Power Plant Radiation Control Technology
  - 41.0204 Radiologic (Physical) Technology
  - 41.0299 Nuclear Technologies, Other
- 41.03 Physical Science Technologies
  - 41.0301 Chemical Technology
  - 41.0302 Geological Technology
  - 41.0303 Metallurgical Technology
  - 41.0304 Meteorological Technology
  - 41.0399 Physical Science Technologies, Other

- 42.04 Community Psychology
  - 42.0401 Community Psychology
- 42.05 Comparative Psychology
  - 42.0501 Comparative Psychology
- 42.06 Counseling Psychology
  - 42.0601 Counseling Psychology
- 42.07 Developmental Psychology
  - 42.0701 Developmental Psychology
- 42.08 Experimental Psychology
  - 42.0801 Experimental Psychology
- 42.09 Industrial and Organizational Psychology
  - 42.0901 Industrial and Organizational Psychology
- 42.10 Personality Psychology
  - 42.1001 Personality Psychology
- 42.11 Physiological Psychology
  - 42.1101 Physiological Psychology
- 42.12 Psycholinguistics
  - 42.1201 Psycholinguistics
- 42.13 Psychometrics
  - 42.1301 Psychometrics
- 42.14 Psychopharmacology
  - 42.1401 Psychopharmacology
- 42.15 Quantitative Psychology
  - 42.1501 Quantitative Psychology
- 42.16 Social Psychology
  - 42.1601 Social Psychology
- 42.99 Psychology, Other
  - 42.9999 Psychology, Other

## 43. PROTECTIVE SERVICES

- 43.01 Criminal Justice
  - 43.0101 Correctional Administration
  - 43.0102 Corrections
  - 43.0103 Criminal Justice Administration
  - 43.0104 Criminal Justice Studies
  - 43.0105 Criminal Justice Technology
  - 43.0106 Forensic Studies
  - 43.0107 Law Enforcement
  - 43.0108 Law Enforcement Administration
  - 43.0109 Security Services
  - 43.0199 Criminal Justice, Other
- 43.02 Fire Protection
  - 43.0201 Fire Control and Safety Technology
  - 43.0202 Fire Protection Administration
  - 43.0203 Firefighting
  - 43.0299 Fire Protection, Other
- 43.99 Protective Services, Other
  - 43.9999 Protective Services, Other

## 44. PUBLIC AFFAIRS

- 44.01 Public Affairs, General

- 44.00 Public Works
  - 44.0601 Public Sanitation
  - 44.0602 Public Transportation
  - 44.0603 Public Utilities
  - 44.0699 Public Works, Other

- 44.07 Social Work
  - 44.0701 Social Work, General
  - 44.0702 Medical Social Work
  - 44.0799 Social Work, Other

- 44.99 Public Affairs, Other
  - 44.9999 Public Affairs, Other

## 45. SOCIAL SCIENCES

- 45.01 Social Sciences, General
  - 45.0101 Social Sciences, General

- 45.02 Anthropology
  - 45.0201 Anthropology

- 45.03 Archeology
  - 45.0301 Archeology
  - 45.0302 Archeological Technology

- 45.04 Criminology
  - 45.0401 Criminology

- 45.05 Demography
  - 45.0501 Demography

- 45.06 Economics
  - 45.0601 Economics

- 45.07 Geography
  - 45.0701 Geography

- 45.08 History
  - 45.0801 History

- 45.09 International Relations
  - 45.0901 International Relations

- 45.10 Political Science and Government
  - 45.1001 Political Science and Government

- 45.11 Sociology
  - 45.1101 Sociology

- 45.12 Urban Studies
  - 45.1201 Urban Studies

- 45.99 Social Sciences, Other
  - 45.9999 Social Sciences, Other

## 46. CONSTRUCTION TRADES

- 46.01 Brickmasonry, Stonemasonry, and Tile Setting
  - 46.0101 Brickmasonry, Stonemasonry, and Tile Setting, General
  - 46.0102 Brickmasonry, Block, and Stonemasonry
  - 46.0103 Tile Setting
  - 46.0199 Brickmasonry, Stonemasonry, and Tile Setting, Other

- 46.02 Carpentry
  - 46.0201 Carpentry

- 46.0406 Glazing
- 46.0407 Insulation Installation
- 46.0408 Painting and Decorating
- 46.0409 Plastering
- 46.0410 Roofing
- 46.0499 Miscellaneous Construction Trades and Property Maintenance, Other

- 46.05 Plumbing, Pipefitting, and Steamfitting
  - 46.0501 Plumbing, Pipefitting, and Steamfitting, General
  - 46.0502 Pipefitting and Steamfitting
  - 46.0503 Plumbing
  - 46.0599 Plumbing, Pipefitting and Steamfitting, Other
- 46.99 Construction Trades, Other
  - 46.9999 Construction Trades, Other

## 47. MECHANICS AND REPAIRERS

- 47.01 Electrical and Electronics Equipment Repair
  - 47.0101 Electrical and Electronics Equipment Repair, General
  - 47.0102 Business Machine Repair
  - 47.0103 Communication Electronics
  - 47.0104 Computer Electronics
  - 47.0105 Industrial Electronics
  - 47.0106 Major Appliance Repair
  - 47.0107 Motor Repair
  - 47.0108 Small Appliance Repair
  - 47.0109 Vending and Recreational Machine Repair
  - 47.0199 Electrical and Electronics Equipment Repair, Other

- 47.02 Heating, Air Conditioning, and Refrigeration Mechanics
  - 47.0201 Heating, Air Conditioning, and Refrigeration Mechanics, General
  - 47.0202 Cooling and Refrigeration
  - 47.0203 Heating and Air Conditioning
  - 47.0299 Heating, Air Conditioning, and Refrigeration Mechanics, Other

- 47.03 Industrial Equipment Repair
  - 47.0301 Industrial Equipment Repair, General
  - 47.0302 Heavy Equipment Repair
  - 47.0303 Industrial Equipment Repair, Other
  - 47.0304 Machine Repair
  - 47.0305 Other
  - 47.0399 Industrial Equipment Repair, Other

- 47.04 Miscellaneous
  - 47.0401

- 47.0402
- 47.0403
- 47.0404

- 47.0603 Automotive Body Repair
- 47.0604 Automotive Mechanics
- 47.0605 Diesel Engine Mechanics
- 47.0606 Small Engine Repair
- 47.0607 Aircraft Mechanics, Airframe
- 47.0608 Aircraft Mechanics, Powerplant
- 47.0699 Vehicle and Mobile Equipment Mechanics and Repairers, Other

- 47.99 Mechanics and Repairers, Other
- 47.9999 Mechanics and Repairers, Other

## 48. PRECISION PRODUCTION

### 48.01 Drafting

- 48.0101 Drafting, General
- 48.0102 Architectural Drafting
- 48.0103 Civil/Structural Drafting
- 48.0104 Electrical/Electronics Drafting
- 48.0105 Mechanical Drafting
- 48.0199 Drafting, Other

### 48.02 Graphic and Printing Communications

- 48.0201 Graphic and Printing Communications, General
- 48.0202 Bookbinding
- 48.0203 Commercial Art
- 48.0204 Commercial Photography
- 48.0205 Typesetting, Make-up, and Composition
- 48.0206 Lithography, Photography, and Platemaking
- 48.0207 Photographic Laboratory and Darkroom
- 48.0208 Printing Press Operations
- 48.0209 Silk Screen Making and Printing
- 48.0210 Photoengraving
- 48.0299 Graphic and Printing Communications, Other

### 48.03 Leatherworking and Upholstering

- 48.0301 Leatherworking and Upholstery, General
- 48.0302 Saddlemaking and Repair
- 48.0303 Upholstering
- 48.0304 Shoe and Boot Repair
- 48.0399 Leatherworking and Upholstering, Other

### 48.04 Precision Food Production

- 48.0401 Precision Food Production, General
- Chef/Cook (see 20.0403)
- 48.0402 Meatcutting
- 48.0403 Slaughtering and Butchering
- 48.0499 Precision Food Production, Other

### 48.05 Precision Metal Work

- 48.0501 Precision Metal Work, General
- 48.0502 Foundry Work
- 48.0503 Machine Tool Operation/Machine Shop
- 48.0504 Metal Fabrication
- 48.0505 Metal Patternmaking
- 48.0506 Sheet Metal
- 48.0507 Tool and Die Making
- 48.0508 Welding
- 48.0599 Precision Metal Work, Other

- 48.0799 Woodworking, Other
- 48.99 Precision Production, Other
- 48.9999 Precision Production, Other

## 49. TRANSPORTATION AND MATERIAL MOVING

### 49.01 Air Transportation

- 49.0101 Air Transportation, General
- 49.0102 Airplane Piloting and Navigation (Commercial)
- 49.0104 Aviation Management
- 49.0105 Air Traffic Control
- 49.0106 Flight Attendants
- 49.0107 Airplane Piloting (Private)
- 49.0199 Air Transportation, Other

### 49.02 Vehicle and Equipment Operation

- 49.0201 Vehicle and Equipment Operation, General
- 49.0202 Construction Equipment Operation
- 49.0203 Material Handling
- 49.0204 Mining Equipment Operation
- 49.0205 Truck and Bus Driving
- 49.0299 Vehicle and Equipment Operation, Other

### 49.03 Water Transportation

- 49.0301 Water Transportation, General
- 49.0302 Barge and Boat Operations
- 49.0303 Commercial Fishing Operations
- 49.0304 Deep Water Diving and Life Support Systems
- 49.0305 Marina Operations
- 49.0306 Marine Maintenance
- 49.0308 Sailors and Deckhands
- 49.0399 Water Transportation, Other

### 49.99 Transportation and Material Moving, Other

- 49.9999 Transportation and Material Moving, Other

## 50. VISUAL AND PERFORMING ARTS

### 50.01 Visual and Performing Arts, General

- 50.0101 Visual and Performing Arts, General

### 50.02 Crafts

- 50.0201 Crafts, General
- 50.0202 Ceramics
- 50.0204 Fiber/Textiles/Weaving
- 50.0205 Glass
- 50.0206 Metal/Jewelry
- 50.0299 Crafts, Other

### 50.03 Dance

- 50.0301 Dance

### 50.04 Design

- 50.0401 Design, General
- Environmental Design (see 04.0401)
- Fashion Design (see 19.0902)
- 50.0402 Graphic Design
- 50.0403 Illustration Design
- 50.0404 Industrial Design
- Interior Design (see 04.0501)



- 50 0701 Fine Arts, General
- 50 0702 Art Conservation
- 50 0703 Art History and Appreciation
- 50 0704 Arts Management
- 50 0705 Drawing
- 50 0706 Intermedia
- 50 0708 Painting
- 50 0709 Sculpture
- 50 0710 Printmaking
- 50 0799 Fine Arts, Other

**50.09 Music**

- 50.0901 Music, General
- 50.0902 Music History and Appreciation
- 50.0903 Music Performance
- 50.0904 Music Theory and Composition
- 50.0999 Music, Other

**50.99 Visual and Performing Arts, Other**

- 50.9999 Visual and Performing Arts, Other

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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your State Coordinator for returning to OERI. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

NOTICE: The racial/ethnic data on this survey is mandatory only for those institutions subject to the requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For the other institutions, it is voluntary and authorized by U.S. 1221 e-1.

Name of Respondent

Title:

Phone Number:

## PROGRAM ENROLLMENT

If the Institution's Official Fall Reporting Date or as of October 15

Line No.	Non-Resident Alien		Black Non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non-Hispanic	
	Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)
01												
02												
03												
04												
05												
06												
07												
08												
09												
10												

Program Title

Students  
Specific  
Total,  
of all

99

## Institution's Official Fall Reporting Date or as of October 15

White Non- Hispanic	
Men (11)	Women (12)

[illegible]

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

**Applicability of Report.** This fall enrollment report is requested only from institutions with occupationally specific subbaccalaureate programs, a subset of programs included in the comprehensive Classification of Instructional Programs (CIP). A list of occupationally specific programs and their six-digit codes follows these instructions. Review this list to determine whether your institution offers any of the applicable programs. If completions for any of these programs are reported on your Completions form, the enrollments for that program should be reported here.

## PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

## INSTRUCTIONS FOR COMPLETING THE FORM

**A. Students Included in Report.** Report only those students enrolled in subbaccalaureate programs that are specifically designed to provide occupational preparation, including those in off-campus centers. Students enrolled in a program are either: (1) those who have formally declared their program intent; or (2) those who have completed at least 25% of a program's requirements. The program may result in a degree, certificate, or other formal award granted by the institution.

Include high school students in these programs if they are working toward the completion of a program.

**B. Program Classification.** This form incorporates the new Classification of Instructional Programs (CIP), 1985 version. A complete list of CIP titles that have been identified as being occupationally specific is attached for reference.

1. **Section I. Program Enrollment.** This section of the survey form lists those occupationally specific programs and their appropriate 6-digit CIP codes that are known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them from the list by drawing a line through the program title(s). For the remaining programs, please enter the enrollment as of the institution's official fall reporting date or October 15. If the enrollment in any existing program is zero, please enter a "0" in columns 13 and 14 for that line.

2. **Section II. Additional Programs.** For all occupationally specific programs offered by your institution that were not listed in Section I, refer to the attached list of titles and CIP codes. Enter the title of the program in the space provided and enter the

gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

1. Method of Collection. The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by student. If a self-identification method is utilized a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible.
2. Racial/Ethnic Descriptions. Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

The categories are:

- Non-Resident Alien (these persons may be of any race/ethnicity)
- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

3. Assignment to Categories. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

Report non-resident aliens in columns 1 and 2 only, regardless of their race/ethnicity. Assign other students to one of the columns 3 through 12 based on information available to the institution.

4. In columns 13 and 14, report the GRAND TOTAL of all students enrolled in occupationally specific subbaccalaureate programs at your institution regardless of race/ethnicity or citizenship.

rights laws applicable to institutions of higher education, the Office for Civil Rights (OCR) in collecting enrollment data similar to that collected under IPEDS on a mandatory basis.

order to lighten the burden on reporting institutions by eliminating the considerable duplication of effort in reporting enrollment data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete this survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the survey in order that the data may represent the entire universe of higher education.

## FILING INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance receive their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted education programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office for Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 7912 of the Public Health Service Act, Title H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of these categories, please inform us of this fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

### 100.6 Compliance Information

#### (b) Compliance Reports

Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of a program under which a primary recipient extends Federal financial assistance to another



The following definitions are arranged in alphabetical order:

AMERICAN INDIAN OR ALASKAN NATIVE. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation and community recognition.

ASIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

BLACK, NON-HISPANIC. A person having origins in any of the black racial groups of Africa.

HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

NON-RESIDENT ALIEN. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

OFF-CAMPUS CENTERS (EXTENSION CENTERS). A site of an educational institution that is outside the physical confines of its parent institution, that is not temporary, and offers courses that are a part of an organized program at the parent institution.

OFFICIAL FALL REPORTING DATE. That date (in the fall) on which an institution must report enrollment data to either the State, its board of trustees, or some other external governing body.

RACE/ETHNICITY. Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

WHITE, NON-HISPANIC. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

**NOTICE:** The racial/ethnic data on this survey is mandatory only for those institutions subject to the requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For the other institutions, it is voluntary and authorized by U.S.C. 1221 e-1.

Phone Number: \_\_\_\_\_

# ENROLLMENT SUMMARY BY RACIAL/ETHNIC STATUS of the Institution's official fall reporting date or as of October 15.

Primary NTS ID Code	Line No	Non- Resident Alien		Black Non- Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non- Hispanic	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)
STUDENTS													
FRESHMEN	01												
1-YEAR	02												
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3-YEAR	04												
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99-YEAR													
100-YEAR													











**Continued)**

[illegible]

used)

[illegible]



used)

of the institution's official fall reporting date or as of October 15.

Students	Line No	Non-Resident Alien		Black Non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Men	Women
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)		

STUDENTS

ANNUAL

09

STUDENTS

10

14

STUDENTS

ANNUAL

23

STUDENTS

24

28

29

[illegible]

# **PART C - CLARIFYING QUESTIONS**

QUESTION	Number of Students	
	Full-Time	Part-Time
	(1)	(2)
1. a. How many students are enrolled exclusively in remedial courses or programs?		
b. How many of these students are not included in Part A enrollment counts?		
2. a. How many students are enrolled exclusively in off-campus or extension centers?		
b. How many of these students, if any, are <u>not</u> included in Part A enrollment counts?		
3. a. How many students are enrolled exclusively in branch campuses located in foreign countries?		
b. How many of these students are not included in Part A enrollment counts?		

preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

## INSTRUCTIONS FOR PART A - ENROLLMENT SUMMARY BY RACIAL/ETHNIC STATUS

A. Students Included in Report. Report all students enrolled in courses creditable toward a degree or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers.

Include high school students taking regular college courses for credit. Report students in the classification in which they are recorded by the institution.

B. Students Excluded from this Report. Do not include in this report:

1. Students enrolled exclusively in courses not creditable toward a formal award or a vocational program.
2. Students exclusively auditing classes.
3. Students studying abroad (e.g., at a foreign university) if their enrollment at the institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country. Report these students in Part C, question 3.

## C. Categorization of Students by Attendance Status and Level

The Definitions section provides detailed definitions of full-time and part-time status, seeking, or by level of enrollment.

### 1. Undergraduate Students:

a. Report all students who have entered the institution with the intent to earn a degree or other formal award as follows:

- 1) full-time according to their level of study, lines 01-05;
- 2) part-time according to level, as above, on line 06.

- b. All undergraduates who are taking courses for credit but are not enrolled in a program leading toward a degree or other formal award should be reported on line 07 or line 21 as full- or part-time, respectively.

2. Postbaccalaureate Students:

- a. First-professional students are those enrolled in programs leading toward a first-professional degree in the fields of chiropractic, dentistry, law, medicine, optometry, osteopathy, pharmacy, podiatry, theology, and veterinary medicine. Report these students as first-time in the program, or as all other.

b. Graduate Students:

- 1) Report all students who have been accepted into graduate programs at your institution as either full- or part-time and first-time or all other, on lines 11 and 12 or 25 and 26, respectively.
- 2) Report all other postbaccalaureate students enrolled for credit, but not yet accepted into a graduate program on lines 13 or 27, as full- or part-time, respectively.

Major Fields of Study and Corresponding Major Field Codes.

1. Students are to be reported by their major field of study according to the selected categories identified below. The specified fields and their codes were taken directly from "A Classification of Instructional Programs". Field names and corresponding code numbers have been preprinted in the upper left-hand corner of each page. If your institution has no students enrolled in any of the designated fields, check the box as indicated. Students enrolled in the fields of Dentistry, Medicine, Veterinary Medicine, and Law are not to be reported as undergraduate or graduate students but only as first-professional students. Students in programs requiring 4 or 5 years beyond high school should be reported as undergraduates in the appropriate fields.

04.00 Architecture and Environmental Design  
06.00 Business and Management  
14.00 Engineering  
18.04 Dentistry  
18.10 Medicine  
18.24 Veterinary Medicine  
22.00 Law



third year of undergraduate study, report on students with unassociated majors on the "and other" (90.00) page according to their appropriate student level.

Categorization of Students by Racial/Ethnic Status and Sex. This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

1. Method of Collection: The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by student. If a self-identification method is utilized a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible.
2. Racial/Ethnic Descriptions: Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

The categories are:

Non-Resident Alien (these persons may be of any race/ethnicity)  
Black, Non-Hispanic  
American Indian or Alaskan Native  
Asian or Pacific Islander  
Hispanic  
White, Non-Hispanic

3. Assignment to Categories. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and for resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

Report non-resident aliens in columns 1 and 2 only, regardless of their race/ethnicity. Assign other students to one of the columns 3 through 12 based on information available to the institution.

4. In columns 13 and 14, report the grand total of all students enrolled in your institution regardless of race/ethnicity or citizenship.

## INSTRUCTIONS FOR PART B - ENROLLMENT SUMMARY OF STUDENTS BY AGE

Relation to Enrollment Reported in Part A. This distribution of students should include the same individuals counted in part A. All directions regarding the date of the report, students to include, and categorization of students by attendance status and level, apply to this part.

against totals. Totals of Full-Time Undergraduate Students (line 08) and Full-Time Postbaccalaureate Students (line 14), when added to the Part-Time undergraduates (line 2) and the Part-Time Postbaccalaureates (line 28), should sum to the GRAND TOTAL, ALL STUDENTS (line 29) for each of the columns.

- B. Cross-Section Checks. The total for full-time students, Part B, Line 12, Columns 09 and 10 should equal the total for full-time students, Part A, Lines 8 + 14, Columns 13 and 14. Similarly, the total for part-time students, Part B, Line 24, Columns 09 and 10 should equal Part A, Lines 22 + 28, Columns 13 and 14. The total for all students, Part B, Line 25, Columns 09 and 10 should equal Part A, Line 29, Columns 13 and 14. Some verification by level of enrollment can also be made, if desired.

effort in reporting enrollment data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete this survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey - or at least the Summary page - in order that the data may represent the entire universe of higher education.

## COMPLIANCE INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted educational programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office for Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of the categories, please inform us of the fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

### 100.6 Compliance information

#### (b) Compliance reports

Each recipient shall keep records and submit to the responsible Department official or designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient

ASIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

BLACK, NON-HISPANIC. A person having origins in any of the black racial groups of Africa.

CREDIT. Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient to requirements for a degree, diploma, or other formal award at a given institution.

CREDIT COURSE. A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, certificate, or other formal award at a given institution.

DEGREE SEEKING STUDENTS. Students enrolled in courses for credit who are recognized by the institution as earning credit toward a degree or formal award.

FIRST-PROFESSIONAL STUDENT. A student enrolled in any of the following degree programs:

Chiropractic (D.C.)	Pharmacy (D. Phar.)
Dentistry (D.D.S. or D.M.D.)	Podiatry (Pod. D. or D.P.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (L.L.B. or J.D.)
Osteopathic Medicine (D.O.)	Theology (M.Div. or M.H.L.)

FIRST-TIME FRESHMAN. An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

FIRST-TIME GRADUATE-LEVEL STUDENT. A person enrolled at the graduate level for the first time. Include graduate students enrolled in the fall term who attended graduate school in the prior summer term.

FIRST-TIME FIRST-PROFESSIONAL STUDENT. A student enrolled for the first time in a first-professional degree program. Include first-professional students enrolled in the fall term who entered the institution in the prior summer term.

FIRST-TIME STUDENT. A student attending any institution for the first time. That is, a student enters an institution with no credit toward a degree or award at the level enrolled (e.g., graduate student or first-professional student).

FIRST-YEAR STUDENT. A student who has completed less than the equivalent of one full year of undergraduate work. For example, less than 30 semester hours in a 120 hour degree program.

FULL-TIME STUDENT.

Undergraduate: A student enrolled for either 12 or more semester credits; 12 or more quarter credits; or 24 contact hours per week each term.

Graduate: A student enrolled for either 9 or more semester credits, or 9 or more quarter credits.

First-Professional: As defined by the institution.

GRADUATE STUDENT. A student who holds a bachelor's or first-professional degree, equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.

HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

NON-CREDIT COURSES. A course or activity having no credit applicable toward a formal award, certificate or degree.

NON-DEGREE SEEKING STUDENTS. Students enrolled in courses for credit who are not recognized by the institution as earning credit for a degree or formal award.

NON-RESIDENT ALIEN. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

OFF-CAMPUS CENTERS (EXTENSION CENTERS). A site of an educational institution that is outside the physical confines of its parent institution, that is not temporary and offers courses that are part of an organized program at the parent institution.

OFFICIAL FALL ENROLLMENT DATE. The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees, or some other external governing body.

PART-TIME STUDENT.

Undergraduate: A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week.

Graduate: A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.

POSTBACCALAUREATE STUDENT. A student enrolled in graduate or undergraduate courses who is not seeking a formal award but who has earned a bachelor's degree.

or belong in the eyes of the community. The categories do not denote exclusivity concerning anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

REMEDIAL COURSES. Instructional activities designed for students deficient in the competencies necessary for a regular postsecondary curriculum and educational setting.

SECOND-YEAR STUDENT. A student who has completed the equivalent of one year of time undergraduate work. For example, at least 30 semester hours but less than 60 semester hours in a 120 semester hour program.

THIRD-YEAR STUDENT. A student who has completed the equivalent of two years of time undergraduate work. That is, at least 60 semester hours but less than 90 semester hours in a 120 semester hour program.

UNCLASSIFIED STUDENT. A student taking courses creditable toward a degree or other award who cannot be classified by academic level. For example, this could include a student whose earned credits have not been determined at the time of the fall report.

UNDERGRADUATE. A student enrolled in a four or five year bachelor's degree program, an associate degree program, or in a vocational or technical program below the baccalaureate level.

WHITE, NON-HISPANIC. A person having origins in any of the original peoples of North America, North Africa, or the Middle East.

your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

**NOTICE:** The racial/ethnic data on this survey is mandatory only for those institutions subject to the requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For the other institutions, it is voluntary and authorized by U.S.C. 1221 e-1.

Phone Number: \_\_\_\_\_

# DOCUMENT SUMMARY BY RACIAL/ETHNIC STATUS

the institutions official fall reporting date or as of October 15.

Line No	Non-Resident Alien		Black Non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non-Hispanic	
	Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)
NTS												
01												
02												
03												
04												
05												
--4)												
ENTS												
06												
07												
08												
09												
10												
11												
AND 10)												



## B - ENROLLMENT SUMMARY OF STUDENTS BY AGE

[illegible]

# **PART C - CLARIFYING QUESTIONS**

QUESTION	Number of Students	
	Full-Time	Part-Time
	(1)	(2)
1. a. How many students are enrolled exclusively in remedial courses or programs?		
b. How many of these students are not included in Part A enrollment counts?		
2. a. How many students are enrolled exclusively in off-campus or extension centers?		
b. How many of these students, if any, are not included in Part A enrollment counts?		
3. a. How many students are enrolled exclusively in branch campuses located in foreign countries?		
b. How many of these students are not included in Part A enrollment counts?		

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

## INSTRUCTIONS FOR PART A - ENROLLMENT SUMMARY BY RACIAL/ETHNIC STATUS

A. Students Included in Report. Report all students enrolled in courses creditable toward degree or other formal award. Include students enrolled in courses that are part of vocational or occupational program, including those enrolled in off-campus centers.

Include high school students taking regular college courses for credit. Report these students in the classification in which they are recorded by the institution.

B. Students Excluded from this Report. Do not include in this report:

1. Students enrolled exclusively in courses not creditable toward a formal award or vocational program.
2. Students exclusively auditing classes.
3. Students studying abroad (e.g., at a foreign university) if their enrollment at the institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country. Report these students in Part C, question 3.

C. Categorization of Students by Attendance Status and Level

The Definitions section provides detailed definitions of specific terms, and should be used to classify students by full-time and part-time status, by degree seeking or non-degree seeking, or by level of enrollment.

1. Degree Seeking Students: Report all students who have entered the institution with the intent of seeking a degree or other formal award as follows:
  - a) First-time first-year students should be reported on lines 01 and 06, as either full-time or part-time;
  - b) All other first-year students should be reported on lines 02 or 07, respectively.

gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

1. Method of Collection: The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by student. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible.
2. Racial/Ethnic Descriptions: Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

The categories are:

Non-Resident Alien (these persons may be of any race/ethnicity)  
Black, Non-Hispanic  
American Indian or Alaskan Native  
Asian or Pacific Islander  
Hispanic  
White, Non-Hispanic

3. Assignment to Categories. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and for resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

Report non-resident aliens in columns 1 and 2 only, regardless of their race/ethnicity. Assign other students to one of the columns 3 through 12 based on information available to the institution.

4. In columns 13 and 14, report the grand total of all students enrolled in your institution regardless of race/ethnicity or citizenship.

## INSTRUCTIONS FOR PART B - ENROLLMENT SUMMARY OF STUDENTS BY AGE

Relation to Enrollment Reported in Part A. This distribution of students should include the same individuals counted in part A. All directions regarding the date of the report, students to include, and categorization of students by attendance status and level, apply to this part.

Age of Students. Use institutional records to calculate age. Report age as of the date of this fall report.

across columns.

- A. Subtotals. Part A is organized to provide several edit checks of specific cell c against totals. Totals of Full-Time Students (line 5) and Part-Time Students (line should sum to the GRAND TOTAL, ALL STUDENTS (line 11) for each of the columns.
- B. Cross-Section Checks. The totals for full-time degree seeking students, Part B, Line Columns 1 and 2 should equal the total for full-time degree seeking students, Pa Lines 1 through 3, columns 13 and 14. Similarly, the totals for full-time non-d seeking students, Part B, Line 12, Columns 3 and 4 should equal Part A, Line 4, Col 13 and 14. Part-time totals should be compared in a similar manner.

The GRAND TOTAL, ALL STUDENTS, Part A, line 11, columns 13 and 14, should Part B, line 12, columns 9 and 10.

effort in reporting enrollment data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete the survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey - or at least the Summary page - in order that the data may represent the entire universe of higher education.

## ADMINISTRATIVE INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted educational programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office of Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into these categories, please inform us of the fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and the Title VI regulations of other Federal agencies, authorize collection of the following information:

### 100.6 Compliance information

#### (b) Compliance reports

Each recipient shall keep records and submit to the responsible designee timely, complete and accurate compliance reports in the form and containing such information, as the responsible Designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients shall submit the Department racial and ethnic data showing the extent to which minority groups are beneficiaries of and participants in federal financial assistance to any other recipient, such other recipient shall also submit the data to the primary recipient as may be necessary to enable

AMERICAN INDIAN OR ALASKAN NATIVE. A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

BLACK, NON-HISPANIC. A person having origins in any of the black racial groups of Africa.

CREDIT. Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient to requirements for a degree, diploma, or formal award at a given institution.

CREDIT COURSE. A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, certificate, or other formal award at a given institution.

DEGREE SEEKING STUDENTS. Students enrolled in courses for credit who are recognized by the institution as earning credit toward a degree or formal award.

FIRST-TIME FRESHMAN. An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer. Also includes students who entered with advanced standing (college credits earned prior to graduation from high school).

FIRST-TIME STUDENT. A student attending any institution for the first time. That is, a student enters an institution with no credit toward a degree or award.

FIRST-YEAR STUDENT. A student who has completed less than the equivalent of one full year of undergraduate work. For example, less than 30 semester hours in a 120 hour degree program.

FRESHMAN. A first year undergraduate student.

FULL-TIME STUDENT. A student enrolled for either 12 or more semester credits; 12 or more quarter credits; or 24 contact hours per week term.

HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American or Spanish culture or origin, regardless of race.

NON-CREDIT COURSES. A course or activity having no credit applicable toward a degree, certificate or degree.

NON-DEGREE SEEKING STUDENTS. Students enrolled in courses for credit who are not seeking a degree.

OFFICIAL FALL ENROLLMENT DATE. The date (in the fall) on which an institution must report all enrollment data to either the State, its board of trustees, or some other external governing body.

PART-TIME STUDENT. A student enrolled for either 11 semester credits or less, or quarter credits or less, or less than 24 contact hours per week.

RACE/ETHNICITY. Categories used to describe groups to which individuals belong, identify who or belong in the eyes of the community. The categories do not denote scientific definitions or anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

REMEDIAL COURSES. Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

UNCLASSIFIED STUDENT. A student taking courses creditable toward a degree or other forward who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report.

UNDERGRADUATE. A student enrolled in a four or five year bachelor's degree program, in an associate degree program, or in a vocational or technical program below the baccalaureate.

WHITE, NON-HISPANIC. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.



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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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institution is not represented by a coordinator at the  
State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, timely.

Name of Respondent:

Title:

Phone Number:

State of Institution When Student Was Admitted This Institution Level	FIPS CODE	Students Enrolled For the First Time					Loca of Ou State C (City) Each
		Degree Seeking Undergraduates			First- Professionals	Graduate- level Students	
		First-Time Freshmen		Transfers			
		Total	Graduated from High School in past 12 months				
		(1)	(2)	(3)	(4)	(5)	(6)
Alabama	01						
Alaska	02						
Arizona	04						
Arkansas	05						
California	06						
Colorado	08						
Connecticut	09						
Delaware	10						
District of Columbia	11						
Florida	12						
Georgia	13						
Hawaii	15						
Idaho	16						
Illinois	17						
Indiana	18						
Iowa	19						
Kansas	20						
Kentucky	21						
Louisiana	22						
Maine	23						
Maryland	24						
Massachusetts	25						
Michigan	26						
Minnesota	27						
Mississippi	28						
Missouri	29						

State of Residence When Student Was Admitted This Level	FIPS CODE	Students Enrolled For the First Time					Loc of Or State  (City) Each
		Degree Seeking Undergraduates			First- Professionals	Graduate- level Students	
		First-Time Freshmen		Transfers			
		Total	Graduated from High School in past 12 months				
		(1)	(2)	(3)	(4)	(5)	(6)
Alaska	34						
Alabama	35						
Arkansas	36						
California	37						
Colorado	38						
Connecticut	39						
Delaware	40						
District of Columbia	41						
Florida	42						
Georgia	44						
Idaho	45						
Illinois	46						
Indiana	47						
Iowa	48						
Kansas	49						
Kentucky	50						
Louisiana	51						
Maine	53						
Maryland	54						
Massachusetts	55						
Michigan	56						
Minnesota	57						
Mississippi	58						
Missouri	59						
Montana	60						
Nebraska	61						
Nevada	62						
New Hampshire	63						
New Jersey	64						

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

The "as of" date for this report is the same as that specified in the Fall Enrollment report or the institution's official fall reporting date or October 15.

## INSTRUCTIONS FOR COMPLETING THE REPORT

A. Students Included in Report. This report should include students in two groups:

1. The first group is all students who were designated as first-time students on the Fall Enrollment report. These students can be at any of three levels:

a. First-time Freshmen. Students shown on the Fall Enrollment report in lines 01 (full-time) and 15 (part-time) as first-time freshmen should be reported in column (1). Column (1) should include all freshmen by State of residence, including those entering the institution with a GED or without a high school diploma and with any year of graduation. Freshmen from column (1) who graduated from high school within the previous 12 months are to be reported again by their State of Residence in column (2).

b. First-time First-Professional. Students shown on the Fall Enrollment report on lines 09 (full-time) and 23 (part-time) should be reported in column (4).

c. First-time Graduate-level Students. Students shown on the Fall Enrollment report on lines 11 (full-time) and 25 (part-time) should be reported in column (5).

2. The second group is other students who are entering this year. This group will constitute a subgroup of those included on the Fall Enrollment report.

Transfer Degree Seeking Undergraduates. Report undergraduate students who have attended another college or baccalaureate degree. They may be transferring with or without credit. Students reported here would be a subset of those shown on the Fall Enrollment report on lines 02 through 06 (full-time) or 16 through 20 (part-time).

B. Students Excluded from this Report. Do not include

1. Students enrolled exclusively in courses not considered a vocational program.

State in which a student has a driver's license or is registered to vote. It is not necessarily the State in which the student's high school is located.

D. Location of Out-of-State Centers. If this institution has any instructional centers or maintains a physical presence outside the State of the main campus, place a check in column 6 to indicate the States in which centers are located.

### EDIT CHECKS

Note that total entries are always computed by adding down rows or across columns.

Grand Totals. For each of columns 1 through 5, lines 1 through 64 must equal line 65.

Following definitions are arranged in alphabetical order.

FREE SEEKING STUDENTS. Students enrolled in courses for credit who are recognized by the institution as earning credit toward a degree or formal award.

FEDERAL CODE. This is the Federal Information Processing Standards (FIPS) code used throughout the Federal Government as a State identification code.

FIRST-TIME PROFESSIONAL STUDENT. A student enrolled in any of the following degree programs

Chiropractic (D.C.)	Pharmacy (D.Pharm.)
Dentistry (D.D.S. or D.M.D.)	Podiatry (Pod.D. or D.P.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (LL.B. or J.D.)
Osteopathic Medicine (D.O.)	Theology (M.Div. or M.H.L.)

FIRST-TIME FIRST-PROFESSIONAL STUDENT. A student enrolled for the first time in a first-professional degree program. Include first-professional students enrolled in the fall term who entered the institution in the prior summer term.

FIRST-TIME FRESHMAN. An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned by transfer or graduation from high school).

FIRST-TIME GRADUATE-LEVEL STUDENT. A person enrolled at the graduate level. Include graduate students enrolled in the fall term who attended graduate school in the prior summer term.

FIRST-TIME STUDENT. A student attending any institution for the first time. Includes students who enter an institution with no credit toward a degree or award at the time of enrollment (first-time student or first-professional student).

OUT-OF-STATE CENTERS. Sites where courses or programs are offered that are in a different State from the State of the main campus.

PLACE OF RESIDENCE. A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of the student's parent or guardian.

TRANSFER STUDENT. A student who is entering the reporting institution for the first time and who is known to have previously attended a postsecondary institution at the same level (undergraduate, graduate, etc.).

UNDERGRADUATE. A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or in a vocational or technical program below the baccalaureate.

your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.



Identification No.

Name of Respondent:

Title:

Phone Number:

e of ce When nt Was dmitted This nt Level	FIPS CODE	Students Enrolled For the First Time			Loca of Our State C  (Ch Each  (4
		Degree Seeking			
		First-Year Students		Transfers	
		Total (1)	Graduated from High School in past 12 months (2)		
	01				
	02				
	04				
s	05				
a	06				
o	08				
icut	09				
e	10				
Columbia	11				
	12				
	13				
	15				
	16				
	17				
	18				
	19				
	20				
y	21				
a	22				
	23				
d	24				
ussetts	25				
n	26				
ota	27				
ppi	28				
i	29				

State of Residence When First Admitted to This Level	FIPS CODE	Students Enrolled For the First Time			Location of Out-of-State Center (Check Each State)
		Degree Seeking Undergraduates			
		First-Year Students		Transfers	
		Total (1)	Graduated from High School in past 12 months (2)		(3)
New Jersey	34				(4)
New Mexico	35				
New York	36				
North Carolina	37				
North Dakota	38				
	39				
Ohio	40				
	41				
Oklahoma	42				
Oregon	44				
South Carolina	45				
South Dakota	46				
Tennessee	47				
	48				
	49				
Utah	50				
	51				
Washington	53				
West Virginia	54				
Wisconsin	55				
Wyoming	56				
Unknown	57				
American Samoa	58				
	59				
Marshall Islands	60				
Puerto Rico	61				
Virgin Islands	62				
Other Islands	63				
	64				

In the space provided at the top of the report, make any necessary corrections to preprinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

PERIOD OF REPORT

The "as of" date for this report is the same as that specified in the Fall Enrollment report or the institution's official fall reporting date or October 15.

INSTRUCTIONS FOR COMPLETING THE REPORT

A. Students Included in Report. This report should include students in two groups:

1. The first group is all students who were designated as first-time first-year students on the Fall Enrollment report.

First-time First-year. Students shown on the Fall Enrollment report in lines 01 (full-time) and 06 (part-time) as first-time first-year should be reported in column 1. Column (1) should include all freshmen by State of residence, including those entering the institution with a GED or without a high school diploma and with any year of high school graduation. Freshmen from column (1) who graduated from high school within the previous 12 months are to be reported again by their State of Residence in column 2.

2. The second group is other students who are entering the institution. This group will constitute a subgroup of those included in the first group.

Transfer Degree Seeking Undergraduates. Report all undergraduate students who have attended and earned a baccalaureate degree. They may be transferred to this report here would be a subset of those shown on lines 02 through 03 (full-time) or 07 through 08 (part-time).

B. Students Excluded from this Report. Do not include:

1. Students enrolled exclusively in courses not leading to a degree or vocational program.
2. Students exclusively auditing classes.
3. Students studying abroad (e.g., at a foreign institution) if only an administrative record and the student is not enrolled in a degree program.
4. Students in any branch campus located in a foreign country.

For entering freshmen, this may be the legal residence of a parent or guardian, or State in which a student has a driver's license or is registered to vote. It is not necessarily the State in which the student's high school is located.

D. Location of Out-of-State Centers. If this institution has any instructional centers maintains a physical presence outside the State of the main campus, place a check in column 4 to indicate the States in which centers are located.

#### EDIT CHECKS

Note that total entries are always computed by adding down rows.

Grand Totals. For each of columns 1 through 3, lines 1 through 64 must equal line 65.

institution as earning credit toward a degree or formal award.

FIPS CODE. This is the Federal Information Processing Standards (FIPS) code used throughout the Federal Government as a State identification code.

FIRST-TIME FIRST-YEAR STUDENT. A student attending any institution for the first time at the undergraduate level.

OUT-OF-STATE CENTERS. Sites where courses or programs are offered that are in a location different from the State of the main campus.

STATE OF RESIDENCE. A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

TRANSFER STUDENT. A student who is entering the reporting institution for the first time and is known to have previously attended a postsecondary institution at the same level (undergraduate, graduate, etc.).

UNDERGRADUATE. A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or in a vocational or technical program below the baccalaureate level.

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# **IPEDS**

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INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM

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your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Title:

Phone Number:

Period covered by this report: ☐ July 1 to June 30 or \_\_\_\_\_ to \_\_\_\_\_

### PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

Level of Course	Line No.	Total Hours Attempted	
		Total 12-Month Period (1)	Fall Term (2)
A. Undergraduate	01		
1. Credit Hours			
2. Contact Hours	02		
B. First-Professional <sup>1</sup> (credit hours only)	03		
1. Medicine, General			
2. Other Health Sciences (Chiropractic, Dentistry, Optometry, Osteopathic Medicine, Pharmacy, Podiatry, Veterinary Medicine)	04		
3. Other First-Professional (Law and Theology)	05		
C. Graduate (credit hours only)	06		

<sup>1</sup> If credit hours cannot be assigned, check here and leave blank on any of lines 3-5: ☐

### PART B - NUMBER OF CREDIT/CONTACT HOURS ATTEMPTED IN REMEDIAL COURSES

Credit hours

Contact hours

Are these credit hours included in part A? ☐ Yes ☐ No

### PART C - UNDUPLICATED COUNT OF STUDENTS EVER ENROLLED FOR CREDIT IN A TWELVE-MONTH PERIOD

Level of Student	Line No.	Number of Students
A. Undergraduate Students	01	
1. Degree Seeking		
2. Non-degree Seeking	02	
B. First-Professional Students	03	



## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

The twelve (12) month period covered by this report is July 1, 1986 to June 30, 1987. If it is more convenient to report for some other twelve month period, enter the period covered by the report; however, the reporting period must have ended prior to September 1, 1987.

## INSTRUCTIONS FOR PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

- A. Courses Included in Report. Include all courses carrying credit towards a degree or other formal award. Include those courses comprising part of a terminal vocational or occupational program.
- B. Enrollment Included in Report. Credit hours attempted should be computed for persons enrolled in a course for credit. Include credit hours for high school students taking courses for credit; do not include auditors or students studying abroad.
- C. Credit Hour Enrollment. To compute credit hours, multiply the hour value of each credit course by the number of students enrolled in the course for credit. The number of students enrolled in a course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term, and the 5th day of each summer term. Sum the credit hours carried in each course to determine total credit hours attempted.
  1. Total 12-Month Period. Report in column 1, the total credit/contact hours attempted by all students during the entire year. Include all short courses as well as regular academic terms.
  2. Fall Term. Report in column 2, the total credit/contact hours attempted during the fall term of the year for which you are reporting. These will have been included in your count in column 1, and will be used in conjunction with your fall enrollment report to determine full-time equivalent enrollment.
  3. Course Level. The level of each course (undergraduate, first-professional, or graduate) should be the designated level of the course by the institution.

If there are courses that cannot be assigned to a single level (eg, if some courses have both undergraduate and graduate sections), partition the enrollment in the courses between

Students Included in Report. Report an unduplicated headcount of the number of students by level (undergraduate, first-professional, or graduate) enrolled for credit during the reporting period in any courses leading to a degree or other formal award or in any courses that are part of a terminal vocational or occupational program.

Students Excluded from Report. Do not report students whose only credit enrollment was at a branch campus located in a foreign country.

Level of Students. Report students according to the level of their standing with the institution. Students who already hold a baccalaureate degree but are enrolled as an undergraduate for additional undergraduate courses should be counted as undergraduates. Students admitted with graduate standing should be counted as graduate students even if they are taking some undergraduate courses.

Students whose level changed during the year should be reported at their most recent level. DO NOT COUNT THEM TWICE. For example, a student enrolled in credit courses the fall as an undergraduate, and in the spring as a graduate student, should be reported as a graduate student on line 06.

The following definitions are arranged in alphabetical order:

**CONTACT HOUR.** A unit of measure that represents an hour (50-70 minutes) of school instruction given to students. The total number of hours spent by all students in school instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets three hours per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for 2 days, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

**CREDIT.** Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient to requirements for a degree, diploma, or other formal award at a given institution.

**CREDIT COURSE.** A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, certificate, or other formal award at a given institution.

**CREDIT HOUR.** A unit of measure that represents an hour of instruction that can be applied toward the total number of hours needed for completing the requirements of a degree, certificate, or other formal award at a given institution.

**FALL TERM.** That part of the academic year that begins on or about September 1 to October 1.

**FIRST-PROFESSIONAL STUDENT.** A student enrolled in any of the following degree programs:

Chiropractic (D.C.)	Pharmacy (D.Pharm.)
Dentistry (D.D.S. or D.M.D.)	Podiatry (Pod. D. or D.P.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (LL.B., J.D.)
Osteopathic Medicine (D.O.)	Theology (M.Div. or M.H.L.)

**GRADUATE STUDENT.** A student who holds a bachelor's or first-professional degree or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.

**REMEDIAL COURSES.** Instructional activities designed for students deficient in the competencies necessary for a regular postsecondary curriculum and educational setting.

**UNDERGRADUATE.** A student enrolled in a four or five year bachelor's degree program, an associate degree program, or in a vocational or technical program below the baccalaureate.

your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Phone Number:

Period covered by this report: ☐ July 1 to June 30 or \_\_\_\_\_ to \_\_\_\_\_

**PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD**

Type of Course	Line No.	Total Hours Attempted	
		Total 12-Month Period	Fall Term
		(1)	(2)
All Courses (credit hours)	01		
All Courses (contact hours)	02		

**PART B - NUMBER OF CREDIT/CONTACT HOURS ATTEMPTED IN REMEDIAL COURSES**

                      
Credit hours

                      
Contact hours

Are these credit hours included in part A? ☐ Yes ☐ No

**PART C - UNDUPLICATED COUNT OF STUDENTS EVER ENROLLED FOR CREDIT IN A TWELVE-MONTH PERIOD**

Students	Line No.	Number of Students
Total students enrolled for credit	01	

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## PERIOD OF REPORT

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## INSTRUCTIONS FOR PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

- A. Courses Included in Report. Include all courses carrying credit towards a degree or other formal award. Include those courses comprising part of a terminal vocational or occupational program.
- B. Enrollment Included in Report. Credit hours attempted should be computed for persons enrolled in a course for credit. Include credit hours for high school students taking courses for credit; do not include auditors or students studying abroad.
- C. Credit Hour Enrollment. To compute credit hours, multiply the hour value of each course by the number of students enrolled in the course for credit. The number of students enrolled in a course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of the 12-15 week term, and the 5th day of shorter terms. Sum the credit hours for each course to determine total credit hours attempted.
  1. Total 12-Month Period. Report in column 1, the total credit hours attempted by all students during the entire year. Include all short-term and summer academic terms.
  2. Fall Term. Report in column 2, the total credit hours attempted during the fall term of the year for which you are reporting. This count in column 1, and will be used in conjunction with column 2 to determine full-time equivalent enrollment.

## INSTRUCTIONS FOR PART B - NUMBER OF CREDIT HOURS IN REMEDIAL COURSES

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

## INSTITUTIONAL IDENTIFICATION

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## PERIOD OF REPORT

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## INSTRUCTIONS FOR PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

- A. Courses Included in Report. Include all courses carrying credit towards a degree or other formal award. Include those courses comprising part of a terminal vocational or occupational program.
- B. Enrollment Included in Report. Credit hours attempted should be computed for all persons enrolled in a course for credit. Include credit hours for high school students taking courses for credit; do not include auditors or students studying abroad.
- C. Credit Hour Enrollment. To compute credit hours, multiply the hour value of each credit course by the number of students enrolled in the course for credit. The number of students enrolled in a course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of 12-15 week term, and the 5th day of shorter terms. Sum the credit hours carried in each course to determine total credit hours attempted.
  1. Total 12-Month Period. Report in column 1, the total credit/contact hours attempted by all students during the entire year. Include all short courses as well as regular academic terms.
  2. Fall Term. Report in column 2, the total credit/contact hours attempted during the fall term of the year for which you are reporting. These will have been included in your count in column 1, and will be used in conjunction with your fall enrollment report to determine full-time equivalent enrollment.

other formal award or in any courses that are part of a terminal vocational or occupational program.

Students Excluded from Report. Do not report students whose only credit enrollment was at a branch campus located in a foreign country.



instruction given to students. The total number of hours spent by all students in scheduled instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets three hours per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for 2 days, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

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CREDIT HOUR. A unit of measure that represents an hour of instruction that can be applied toward the total number of hours needed for completing the requirements of a degree, certificate, or other formal award at a given institution.

FALL TERM. That part of the academic year that begins on or about September 1 to October 1.

REMEDIAL COURSES. Instructional activities designed for students deficient in the knowledge or competencies necessary for a regular postsecondary curriculum and educational setting.

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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**your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Name of Respondent: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Report Covers Finance Activity for Fiscal Year 1987.

Calendar Dates for this Fiscal Year: \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_

**A - CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1987**

Source of Funds	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
ation and Fees	1	\$	\$	\$
overnment Appropriations*				
ederal Total* . . . . .	2			
through State Channels	3			
ate*	4			
ocal*	5			
overnment Grants and Contracts				
ederal*	6			
ate*	7			
ocal*	8			
ivate Gifts, Grants, and Contracts*	9			
owment Income*	10			
es and Services of Educational Activities*	11			
iliary Enterprises	12			
spitals**	13			
her Sources*	14			
ependent Operations*	15			

Function of Expenditures	Line No.	Amount (whole dollars)			Wages Without Employee Benefits (Included in Col. 3)	Employment Compensation
		Unrestricted	Restricted	Total		
		(1)	(2)	(3)	(4)	(5)
EDUCATIONAL AND GENERAL						
Instruction	1	\$	\$	\$	\$	
Research	2					
Public Service	3					
Academic Support . . . . .	4					
Includes Library Expenditures of \$	5					
Student Services	6					
Institutional Support	7					
Operation and Maintenance Plant	8					
Scholarships and Fellowships	9					
Mandatory Transfers	10					
Nonmandatory Transfers	11					
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES AND TRANSFERS (of lines 1-4,6-11)	12	\$	\$	\$		
LIBRARY ENTERPRISES . . . .	13					
Includes Mandatory Transfer of \$	14					
Includes Nonmandatory Transfer of \$	15					
SPITALS . . . . .	16					
Includes Mandatory Transfer of \$	17					
Includes Nonmandatory Transfer of \$	18					
DEPENDENT OPERATIONS . . .	19					
Includes Mandatory Transfer of \$	20					
Includes Nonmandatory Transfer of \$	21					
TOTAL CURRENT FUNDS EXPENDITURES AND TRANSFERS	22	\$	\$	\$		

☐ Yes

If yes, are any costs for the operation of central administration included in this report

☐ No

☐ Yes Amount \$ \_\_\_\_\_

### Tuition and Fees

- a. Tuition and fees (Copy Part A, line 1, column 3) \$ \_\_\_\_\_
- b. Tuition and fees collections (including remissions) used for purposes other than current operations (e.g. debt retirement) not reported in Part A, line 1 \$ \_\_\_\_\_
- c. Total tuition and fees (a + b) \$ \_\_\_\_\_

### Intercollegiate Athletics

This institution's intercollegiate athletic program is funded through: (check all that apply)

- a. ☐ This institution has no intercollegiate athletic program

### Institutional Accounts

- b. ☐ Amount reported in Auxiliary Enterprises (Part B, line 13) \$ \_\_\_\_\_
- c. ☐ Amount reported in Instruction (Part B, line 1) \$ \_\_\_\_\_
- d. ☐ Amount reported in Student Services (Part B, line 6) \$ \_\_\_\_\_

### Separate Corporation or Foundation

- e. ☐ Amount from a separate corporation or foundation \$ \_\_\_\_\_

### Other Exclusions

Are some education and general expenditures for professorships, research or other functions directly by foundations or other organizations so they are not included in Part B.

- a. ☐ Yes Amount \$ \_\_\_\_\_
- b. ☐ No

### Employee Benefits

Specify from which of the following are employee benefits paid: (check one)

- a. ☐ All employee benefits paid from institutional accounts are charged against Institutional (Part B, line 7) and not to the functional categories to which they are attributable.
- b. ☐ All employee benefits paid from institutional accounts are charged against attributable categories (i.e. Instruction, Research, Public Service, Academic Support, Student Operation and Maintenance of Plant, Part B, lines 1-4,6-8) as well as to Institutional (Part B, line 7)

### Agricultural Experiment Stations and Extensions Services (For Land Grant Institutions Only) (check all that apply)

- a. ☐ Expenditures for agricultural experiment stations are included in Part B
- b. ☐ Expenditures for agricultural extension services are included in Part B
- c. ☐ Not Applicable

Expenditures	Line No.	Amount (whole dollars)
Expenditures for Library Acquisitions on Part B, line 5)	1	\$
Expenditures for Library Acquisitions added on Part B, line 5)	2	
Expenditures for Library Acquisitions (lines 1 and 2)	3	\$

#### UTILITY EXPENDITURES FOR FISCAL YEAR 1987

Expenditure	Line No.	Amount (whole dollars)
Expenditures for Utilities (hospitals)	1	\$

#### PHYSICAL PLANT ASSETS FOR FISCAL YEAR 1987

Asset	Line No.	Book Value At Beginning of Year (1)	Additions During Year (2)	Deductions During Year (3)	Book Value At End of Year (4)	Current Replacement Value (5)
	1	\$	\$	\$	\$	
	2					\$
Net	3					

#### INDEBTNESS ON PHYSICAL PLANT FOR FISCAL YEAR 1987

Balances and Transactions	Line No.	Amount (whole dollars)
Owed on Principal at Beginning of Year	1	\$
Principal Borrowed During Year	2	
Payments Made on Principal During Year	3	
Owed on Principal at End of Year (plus line 2, minus line 3)	4	
Payments on Physical Plant Indebtness	5	

#### DETAILS OF ENDOWMENT ASSETS FOR FISCAL YEAR 1987

Balances and Yield	Line No.	Book Value (1)	Market Value (2)	Amount (whole dollars)
Endowment Assets at the Beginning of Year	1	\$	\$	
Endowment Assets at the End of Year	2			

# STATEMENT OF CHANGES IN FUND BALANCES FOR FISCAL YEAR 1987

	Line No.	Current Funds <sup>2</sup>		Loan Funds	Endowment and Similar Funds	Annuity and Life Income Funds	Plant Funds
		Unrestricted	Restricted				
		(1)	(2)				
Operations (Includes Revenues)	1	\$	\$	\$	\$	\$	\$
Capital Expenditures (Includes Depreciation)	2						
Transfers Out of)	3						
Summary	4						
Increase/(Decrease) per year							
Balance at beginning of Year	5						
Balance at end of Year	6						

Sum of row should sum to zero.

Include all current funds including those for auxiliary enterprises

Include the value of investment in physical plant

## Part A - HOSPITAL REVENUES (To be completed by institutions responding on Part A, line 1)

Source	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
Government Appropriations	1	\$	\$	\$
Federal	2			
State	3			
Local	4			
Charges and Services	5			
Gifts, Grants and Contracts	6			
Investment Income	7			
Other Sources	8	\$	\$	\$
(Sum of lines 1-7, this total should equal corresponding totals on Part A, line 13, columns 1 - 3)				

## Part B - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions responding on Part B, line 9)

Source	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
Federal Government	1	\$	\$	\$



and Federal revenue sharing funds (line 2). Federal appropriations received through State channels is a subset of line 2 and should be included in the line 2 total for Federal appropriations, as well as reported separately on line 3. On lines 4 and 5 report State and local appropriations respectively. (398-399)

LINE 6 - 8. Government Grants and Contracts. Report revenues from governmental agencies which are for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received. Expenditures are reimbursable under the terms of a government grant or contract. Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted current funds revenues (column 2). Related indirect costs recovered should be reported as unrestricted revenues (column 1). Include Pell Grants (formerly BEOG). Federal grants and contracts received through state channels should be reported on line 7, and state local appropriations on line 8. (399)

LINE 9. Private Gifts, Grants, and Contracts. Report revenues from private donors for which no legal consideration is involved and private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Include only those gifts, grants and contracts that are directly related to instruction, research, public service, or other institutional purposes. Monies received as a result of gifts, grants, or contracts from a foreign government would be reported here. Include the estimated dollar amount of contributions for services on this line. (399)

LINE 10. Endowment Income. Report the income of endowment and similar funds. Income from funds held in trust by others under irrevocable trusts are to be included. Do not include capital gains or losses. If any such gains are spent for current operations, these should be treated as transfers, not revenues. Exclude endowment income for a hospital. Institutions that have adopted a spending formula by which they expend not only the yield, but also a prudent portion of the appreciation of the principal, should report the amount calculated by the "total return" concept. The amount so calculated should be adjusted for protection of the endowment principal from its loss of purchasing power if that provision is part of the spending formula. (399-400, 421-422)

LINE 11. Sales and Services of Educational Activities. Report revenues derived from the sale of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, scientific and literary publications, testing services, university presses, and dairy products. (400)

LINE 12. Auxiliary Enterprises. Report here all revenues generated by or collected from auxiliary enterprise operations of the institution. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, college unions, college stores and barber shops. (401)

LINE 13. Hospitals. Include the revenues of a hospital operated by the institution. Include gifts, grants, appropriations, research revenues or endowment income. Include revenues of health clinics that are part of the hospital unless such clinics are part of the student health

... only those revenues associated with major Federal Funded Research and Development  
enters. (402)

LINE 16. Total Current Funds Revenues. Report here the sum of lines 01, 02, and 04 through  
5, inclusive.

INSTRUCTIONS FOR PART B - CURRENT FUNDS EXPENDITURES AND TRANSFERS FOR  
FISCAL YEAR 1987

Current Funds Expenditures and Transfers. The costs incurred for goods and services used  
the conduct of the institution's operations. They include the acquisition cost of capital assets  
such as equipment and library books, to the extent current funds are budgeted for and used by  
operating departments for such purposes. (402)

Column 1. Unrestricted Expenditures. Report unrestricted current funds expenditures in column  
1. These are the expenditures of unrestricted current funds revenues.

Column 2. Restricted Expenditures. Report restricted current funds expenditures in column  
2. These are the expenditures of restricted current funds revenues.

Column 3. Total. Report the total current funds expenditures. This is the sum of columns  
1 and 2.

Column 4. Salaries and Wages Without Employee Benefits. Report the amount of total  
expenditures for salaries and wages. Include the salaries and wages of all personnel, full  
part-time, paid through each functional account. Do not include any expenditures for employee  
benefits as part of salary expenditures. Expenditures for employee benefits are to be reported  
on lines 24 - 26.

Column 5. Employee Compensation. Report for lines 23-27 the amount of employee  
compensation for each of the categories.

FUNCTIONS OF EXPENDITURES.

LINE 1. Instruction. Expenditures of the colleges, schools, departments, and other instructional  
divisions of the institution and expenditures for departmental research and public service t  
are not separately budgeted should be included in this classification. Include expenditures  
both credit and noncredit activities. Exclude expenditures for academic administration where  
primary function is administration (e.g., academic deans). This category includes: general  
academic instruction; occupation and vocational instruction; special session instruction, commu  
education; preparatory and adult basic education; and remedial and tutorial instruction conduc  
by the teaching faculty for the institution's students. (404-406)

LINE 2. Research. This category includes all funds expended for activities specific  
organized to produce research outcomes and commissioned by an agency either external to  
institution or separately budgeted by an organizational unit within the institution. Do not rep  
research sponsored programs (e.g., training programs). (406-407)

public service. Include expenditures for libraries (requested separately on line 5), museums, galleries, audio/visual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development. Include expenditures for veterinary and dental clinics if their primary purpose is to support institutional program. (Include line 5 expenditures in the line 4 total for academic support.)  
Note: Line 4 is NOT the sum of lines 1, 2, and 3. (408-409)

LINE 6. Student Services. Report funds expended for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise). (409-410)

LINE 7. Institutional Support. Report expenditures for the day-to-day operational support of the institution, excluding expenditures for physical plant operations. Include general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development. (410-411)

LINE 8. Operation and Maintenance of Plant. Report all expenditures for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Do not include expenditures made from the institutional plant funds account. (411-412)

LINE 9. Scholarships and Fellowships. Report all expenditures given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or non-credit. Aid to students in the form of tuition or fee remissions should be included. Exclude those remissions that are granted because of faculty or staff status. Charge these as staff benefits.) Do not report College Work Study Program expenses here; report them as expenses where the student served (e.g., dining halls, line 13; for a professor, line 1). Include Pell Grants in column 2. (413-414)

LINE 10. Mandatory Transfers. Mandatory Transfers from current funds are those that must be made in order to fulfill a binding legal obligation of the institution. Report mandatory debt-service provisions relating to academic and administrative buildings, including (1) amount set aside for debt retirement and interest; and (2) required provisions for renewal and replacements to the extent not financed from other sources. Include also the institutional matching portion for National Defense Student Loans (NDSL) when the source of funds is current revenue. Do not report transfer into the current fund (i.e., negative numbers.)

LINE 11. Nonmandatory Transfers. Include those transfers from current funds to other funds or groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, quasi-endowment funds, general or specific plant additions, voluntary renewals and replacement of plant, and prepayments on debt principal. (413)

LINE 12. Total Educational and General Expenditures and Transfers. Enter here the sum of lines 1 through 4 and 6 through 11.

funds for nonmandatory debt service provisions relating to hospitals. (415)

LINE 19. Independent Operations. Include all funds expended for operations that are independent of or unrelated to the primary missions of the institution, although they may indirectly contribute to the enhancement of these programs. This category is generally limited to expenditures of a major Federally Funded Research and Development Center. Do not include the expenditures of operations owned and managed as investments of the institution's endowment funds. (Include the mandatory and nonmandatory transfers amounts on lines 20 and 21 in the line 19 amount.) (415-417)

LINE 20. Mandatory Transfers for Independent Operations. Report the amount transferred from current funds for mandatory debt service provisions relating to independent operations. (416)

LINE 21. Nonmandatory Transfers for Independent Operations. Report the amount transferred from current funds for nonmandatory debt service provisions relating to independent operations. (416)

LINE 22. Total Current Funds Expenditures and Transfers. Report the sum of lines 12, 13, and 19.

LINE 23. Total Salaries and Wages For E & G. Report total current funds expenditures for salaries and wages. This is the sum of column 4, lines 1-4, 6-8. Additional information on employee benefits paid from non-institutional accounts should be reported in Part C, Section 2.

LINE 24. Total Employee Benefits Paid From Institutional Accounts. Report the portion of employee benefits paid from institutional accounts on line 24. If no employee benefits are paid through institutional accounts, report a zero here.

LINE 25. Total Employee Benefits Paid From Noninstitutional Accounts. Report the portion of employee benefits paid from noninstitutional accounts on line 25 that is not included in line 12 column 4. Additional information on employee benefits paid from noninstitutional accounts should be reported in Part C.

LINE 26. Total Employee Benefits Paid From Noninstitutional Accounts. Report the portion of employee benefits paid from noninstitutional accounts on line 26 that is included in line 12 column 4. Additional information on employee benefits paid from noninstitutional accounts should be reported in Part C.

LINE 27. Total Employee Compensation. Report total current funds expenditures for total compensation. This is the sum of total salaries and wages and total employee benefits (lines 23 - 26).

INSTRUCTIONS FOR PART C - CLARIFYING QUESTIONS REGARDING TOTAL E & G EXPENDITURES AND REVENUES

Intercollegiate Athletics. Indicate how intercollegiate athletics are funded and, if included in the expenditures report, under which function are they included.

Other Exclusions. Report if there are other exclusions in the expenditures report.

Employee Benefits. These questions refer to the total employee benefits reports on Part B, line 24. Indicate where employee benefits from institutional accounts are charged.

Agricultural Experiment Stations and Extension Services. If there is an agricultural experiment station(s), or agricultural extension services, please indicate and also indicate if such expenditures are included in Part B.

#### INSTRUCTIONS FOR PART D - LIBRARY EXPENDITURES FOR ACQUISITIONS FOR FISCAL YEAR 1987

LINE 1. Operating Expenditures for Library Acquisitions (Included on Part B, Line 5). Report total expenditures for library acquisitions that are included on Part B, line 5 (current fund expenditures). Library acquisitions include all print material, microfilm, microfiche, audio-visual materials such as records and films, and computer software. Do not include expenditures for hardware of any kind. For example, do not include expenditures for computer terminals, microfiche readers, record players, and projectors.

LINE 2. Other Expenditures for Library Acquisitions (Not Included on Part B, Line 5). Report other expenditures (capital funds) for library acquisitions, (excluding land and buildings), as reported on Part B, line 5.

LINE 3. Total Expenditures for Library Acquisitions. Report all expenditures for library acquisitions, both current funds and capital funds. This is the sum of lines 1 and 2.

#### INSTRUCTIONS FOR PART E - UTILITY EXPENDITURES FOR FISCAL YEAR 1987

LINE 1. Total Expenditures for Utilities. Report all expenditures for utilities in the operation and maintenance of plant, auxiliary enterprises, and independent operations. Exclude expenditures for hospitals. (412)

Utilities include expenditures for electricity, gas, fuel oil, coal, water, sewage, etc. used to provide heat, air conditioning, water, and sewage to institutional facilities. Expenditures for telephones and telephone services should not be included. If power is generated by the institution's own power plant, include the operating costs here.

#### INSTRUCTIONS FOR PART F - PHYSICAL PLANT ASSETS FOR FISCAL YEAR 1987

Report the values of land, buildings, and equipment owned, rented, or used by the institution. Do not include those plant values which are a part of endowment or other capital fund investments in real estate. Data for the institution that are not kept on the books of account

COLUMN 5. Current Replacement Value (est.). Report or estimate the current costs to replace buildings owned or used by the institution. Report recent appraisal value or what is currently carried as insurance replacement value. Do not include the replacement values for buildings which are a part of endowment or other capital fund investments in real estate. This figure is not a book value figure.

#### INSTRUCTIONS FOR PART G - INDEBTNESS ON PHYSICAL PLANT FOR FISCAL YEAR 1987

Part G, report data on indebtedness liability against the physical plant. Include auxiliary enterprises facilities as well as educational and general facilities. Examples of auxiliary enterprises facilities are those used for operation of housing, food service, bookstores, etc. Enter units which are classified as auxiliary enterprises. Enter zeroes if the institution has no indebtedness.

LINE 1. Balance Owed on Principal at Beginning of Year. Balance owed on indebtedness principal at the beginning of the year is that amount shown on the liability section of the plant fund balance sheet.

LINE 2. Additional Principal Borrowed During Year. Additional principal borrowed during the year is loans negotiated through bonds, mortgages, notes, or any other type of financial instrument (including short-term notes) and amounts borrowed from other institutional funds for physical plant.

LINE 3. Payments Made On Principal During Year. Payments on plant loans principal during the year is amount used to reduce the principal of loans, regardless of the source of funds.

LINE 4. Balance Owed on Principal at End of Year. Balance owed on indebtedness principal at the ending of the year is that amount shown in the liability section of the plant fund balance sheet. It is the sum of line 1 plus 2, less line 3.

LINE 5. Interest Payments on Physical Plant Indebtedness. Interest payments on physical plant indebtedness. Report the total interest charges paid during the fiscal year on physical plant indebtedness. Exclude principal repayments (see line 3).

#### INSTRUCTIONS FOR PART H - DETAILS OF ENDOWMENT ASSETS FOR FISCAL YEAR 1987

Part H, report the amounts of gross investments of endowment, term endowment, quasi-endowment (funds functioning as endowment). DO NOT reduce investments by liabilities. For Part H, (Part I, column 4 requests endowment funds net of liabilities and, therefore, is different from the totals reported for Part H.)

LINE 1. Value of Endowment Assets at the Beginning of the Fiscal Year. Report the market value of endowment in the first column and the market value in the second column. (If market value on some investments is not available, use whatever value was assigned by the institution for reporting market values in the annual financial report.)

ending rule."

E 5. Transfer from the Endowment Fund to the Current Fund (only for those institutions employing the total return concept and spending rule). Report amount transferred from endowment funds to current funds.

## INSTRUCTIONS FOR PART I - STATEMENT OF CHANGES IN FUND BALANCES FOR FISCAL YEAR

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"Statement of Changes in Fund Balances" describes the total institutional flow of funds of, and among all the various fund groups. Also included in a summary of the net effect of these flows (including beginning and ending balances) for each fund group. (See figure 1 in the Higher Education Finance Manual.) These figures should be obtained directly from the institution's general purpose financial statements, specifically from the "Statement of Changes in Fund Balance."

COLUMN (1). Unrestricted Current Funds. Report those funds that the institution's management may use for any purpose it deems necessary. Include unrestricted funds that are designated by the institution's governing board for a specific use. Include auxiliaries.

COLUMN (2). Restricted Current Funds. Report those funds that are given to the institution for a very specific aspect of the institution's current operations. Include auxiliaries.

COLUMN (3). Loans Funds. Report those funds that have been loaned, or are available for loans to students, faculty, and staff. Do not include loans made to the institution.

COLUMN (4). Endowment and Similar Funds. This fund group includes funds whose principal is inappreciable and that are intended to be invested to provide earnings for institutional operations. Include term endowment and quasi-endowment funds.

COLUMN (5). Annuity and Life Income Funds. This category includes all funds carrying a stipulation that the institution make payments to one or more specified beneficiaries.

COLUMN (6). Plant Funds. Report all unexpended plant funds, funds for renewal and replacement, funds for debt service charges and for the retirement of indebtedness, and the amount of institutional funds invested in physical plant facilities (other than those of endowment and similar funds). Report the plant fund balance, that is, the value of physical plant less accumulated outstanding debt. Include the value of investment in physical plant.

E 1. Additions. Report all monies, including revenues but excluding transfers, added to all fund groups during the fiscal year.

E 2. Deductions. Report all funds, including expenditures but excluding transfers, flowing out of any of the fund groups during the fiscal year.

up.

E 6. Fund Balance at End of Year. Report the total of the fund balance after all of additions, deductions, and transfers described in the statement.

PART J - HOSPITAL REVENUES (To be completed by institutions responding on Part A, line 13.)

This section requests detail on hospital revenues reported in Part A, line 13. If the institution has fiscal control over a major, public service hospital, the revenues for, or generated by, that hospital should be reported here.

COLUMN (1) Unrestricted. Report current funds earned during the reporting period that were available for meeting the expenses of a hospital. Include current funds that were designated by the president, board of trustees, et al) for hospitals.

COLUMN (2) Restricted. Report current funds restricted (by the donor) for use in meeting current operating expenses. Report restricted revenues to the extent that such funds were expended.

COLUMN (3) Total. Report the sum of columns (1) and (2).

E 1. Federal Appropriations. Report amount appropriated by the Federal government for the operation of a hospital.

E 2. State Appropriations. Report the amount appropriated by the State government for the operation of a hospital.

E 3. Local Appropriations. Report the amount appropriated by local government for the operation of a hospital.

E 4. Sales and Services. Report revenues (net of discounts, allowances, and provisions for doubtful accounts) generated by hospitals from daily patient, special, and other services. Revenues of health clinics that are part of a hospital should be included in this category.

E 5. All Gifts, Grants, and Contracts. Report the sum of gifts, grants, and contracts provided by governmental agencies, private sources (businesses, foundations, individuals), and foreign governments that were for the operation of a hospital.

E 6. Endowment Income. Report that portion of endowment income (Part A, line 10) that was used for the operation of a hospital.

E 7. Other Sources. Report all items of revenues not covered elsewhere.

E 8. Total. Report the total hospital revenues. This is the sum of lines 1-7. The total on this line must equal the corresponding totals on Part A, line 13, columns 1-3.

INSTRUCTIONS FOR PART K - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions responding on Part A, line 13.)



COLUMN 2. Restricted. Report restricted current funds expenditures that were received for the express purpose of providing scholarships and fellowships in column 2.

COLUMN 3. Total. Report total current funds expenditures by source for scholarships and fellowships in column 3. This is the sum of columns 1 and 2.

LINE 1. Federal Government/Pell Grants. Report the amount of Pell Grants disbursed by your institution.

LINE 2. Federal Government/Other Federal. Report expenditures for scholarships and fellowships, excluding Pell Grants, that were received from Federal government agencies. Include SEOGs and exclude College Work-Study funds. SIGs would normally appear as a state source.

LINE 3. State Government. Report expenditures for scholarships and fellowships that were provided by your State.

LINE 4. Local Government. Report expenditures for scholarships and fellowships that were provided by local governments.

LINE 5. Private. Report expenditures for scholarships and fellowships received from private sources (e.g., business, foundations, individuals, foreign governments).

LINE 6. Institutional. Report expenditures for scholarships and fellowships from revenues that were generated by your institution. Examples include tuition and fees revenue, endowment income, sales and services of educational activities, and other sources. Exclude funds received from governmental or private sources (lines 1-6, above).

LINE 7. Total Scholarship and Fellowship Expenditures. Report the total expenditures for scholarships and fellowships. This is the sum of lines 1-6. The totals on this line must equal the corresponding totals on Part B, line 9, columns 1-3.

Current Funds Expenditures and Transfers. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating department for such purposes. (402)

Current Funds Revenues. This includes (1) all unrestricted gifts, grants, and other resources received during the reporting period and (2) restricted resources to the extent that such funds have been expended. Current fund revenues do not include restricted current funds received but not yet expended because these revenues have not been earned. (396)

Employee Benefits. Employee Benefits include retirement plans, social security, medical/dental plans, guaranteed disability income protection, tuition plans, housing allowances, employment compensation, group life insurance, Workmen's compensation, and other benefits payable with cash options. It includes vacation and sick leave only to the extent expended.

Restricted Current Funds. Those funds available for financing operations but which are limited by donors and other external agencies to specific purposes, programs, departments, or services. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. (394-395)

Restricted Current Funds. All funds received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended. (394)

institution is not represented by a coordinator at the  
State level, please return the form directly to:

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**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Title:

Phone Number:

Report Covers Finance Activity for Fiscal Year 1987.

Dates for this Fiscal Year: \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_

**CURRENT FUNDS REVENUES<sup>1</sup> BY SOURCE FOR FISCAL YEAR 1987**

Source of Funds	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
and Fees	1	\$	\$	\$
ent Appropriations, and Contracts	2			
al				
and Local	3			
d Services tional Activities	4			
ources	5			
urrent Funds Revenues (lines 1 through 5)	6	\$	\$	\$

s available for meeting current operating expenditures.

**CURRENT FUNDS EXPENDITURES FOR FISCAL YEAR 1987**

Function of Expenditures	Line No.	Amount (whole dollars)			Amount for and Wages Employee (Include column
		Unrestricted	Restricted	Total	
		(1)	(2)	(3)	
al and General	1				
ction		\$	\$	\$	
arships and Fellowships	2				
& G Expenditures	3				\$

# D - LIBRARY EXPENDITURES FOR ACQUISITIONS FOR FISCAL YEAR 1987

Expenditure	Line No.	Amount (whole dollars)
Expenditures for y Acquisitions	1	\$

## E - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions ending on Part B, line 2)

Source	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
al Government	1	\$	\$	\$
ll Grants				
ner Federal	2			
Government	3			
Government	4			
e	5			
tional	6			
Scholarship and Fellowship ditures (sum of lines 1-6, otal must equal corresponding on Part B, line 2, cols. 1-3)	7	\$	\$	\$

## GENERAL INSTRUCTIONS

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report. The categories of current funds revenues (Part A) and current funds expenditures (Part B), are consistent with the College and University Business Administration (published in 1982 by the National Association of College and University Business Officers), the Higher Education Finance Manual and the HEGIS Financial Reporting Guide (published in 1975 and 1980, respectively, by the National Center for Education Statistics), and with the Audits of Colleges and Universities (as amended August 31, 1984) by the American Institute of Certified Public Accountants.

Numbers in parentheses at the end of paragraphs refer to pages in College and University Business Administration.

All data should be reported in whole dollars only; omit cents. For any item on the report where exact data do not exist, please give estimates. Items are cited by column and line numbers.

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

## PERIOD OF REPORT

Report finances for the fiscal year that ended in 1987; indicate the start and end dates of the fiscal year followed by your institution.

## INSTRUCTIONS FOR PART A - CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1987

Current Funds Revenues. Include (1) all unrestricted gifts, grants and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended for current operating purposes. Current funds revenues do not include restricted current funds received but not expended because these revenues have not been earned (396).

COLUMN (1). Unrestricted Revenues. Report all unrestricted revenues earned during the current fiscal year from each of the listed sources. (396)

COLUMN (2). Restricted Revenues. Report restricted revenues that were expended for current operating purposes from each of the listed sources. (396)

COLUMN (3). Total Revenues. The total is the sum of the unrestricted and restricted

LINE 2-3. Government Appropriations, Grants and Contracts.

Include all amounts received by or made available to the institution through acts of legislative body or bodies (line 2 Federal and line 3 state and local). These funds are for meeting current operating expenses or for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted current funds revenues (column 2). Related indirect costs recovered should be reported as unrestricted revenues (column 1). Include Pell Grants (formerly BEOGs). In addition to reporting it here, also report details of restricted student assistance in Part E. (398-399)

LINE 4. Sales and Services of Educational Activities. Report revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public services. Examples include machine shop products, data processing services provided by students as part of their instruction, cosmetology services, sales of handcrafts prepared in classes. Also, report here all revenues generated by or collected from auxiliary enterprise operations of the institution. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are food services, student health services, and retail stores. (400-401)

LINE 5. Other Sources. Include all items or revenues not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds. Include revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time). (401)

LINE 6. Total Current Funds Revenues. Report here the sum of lines 1 through 5, inclusive.

INSTRUCTIONS FOR PART B - CURRENT FUNDS EXPENDITURES FOR FISCAL YEAR 1987

Type of Expenditures. Report both unrestricted and restricted current funds expenditures for each of the functions listed. (402-404)

Column 1. Unrestricted Expenditures. Report unrestricted current funds expenditures in column 1. These are the expenditures of unrestricted current funds revenues.

Column 2. Restricted Expenditures. Report restricted current funds expenditures in column 2. These are the expenditures of restricted current funds revenues.

Column 3. Total. Report full total current funds expenditures. The sum of columns 1 and 2.

Column 4. Salaries and Wages Without Employee Benefits. Report the amount of total expenditures for salaries and wages. This amount should have been included in column 1. Include the salaries and wages of all personnel, full and part-time, for lines 1 and 3. Do

o staff benefits.) Include Pell Grants in column 2. (413-414)

LINE 3. Other E & G Expenditures. Report all other expenditures made by the institution for activities related to the operation of the institution. These would include expenditures

- a) Provide non-instructional services beneficial to groups external to the institution. Include expenditures for community services and cooperative extension services. (407-408)
- b) Support the institutions' instructional mission through academic administration, personnel development, and course and curriculum development. (408-409)
- c) Provide services to students outside the context of formal instruction, through such means as career guidance, counseling, financial aid administration and student health services. Include the administrative allowance for Pell Grants. (409-410)
- d) Support the day-to-day operations of the institution, including general administrative services, planning, legal and fiscal operations. (410-411)
- e) Support the operation and maintenance of the physical facilities of the institution. (411-412)
- f) Provide financial aid to students enrolled in formal coursework, including aid to students in the form of tuition or fee remissions. Pell grants would be included in column (2) of this line. (413-414)

LINE 4. Auxiliary Enterprises. This category includes those essentially self-supporting operations which exist to furnish a service to students, faculty, or staff, and which charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are food services or retail stores. (413-414)

LINE 5. Total Current Funds Expenditures. Report the sum of lines 1, 2, and 3.

LINE 6. Total Employee Benefits. Report the total fringe benefits paid for salaries reported on lines 1 and 2. If no fringe benefits are paid through institutional accounts, report a zero. If only some fringe benefits are paid through institutional accounts or if only some personnel whose salaries were reported on lines 1 and 2 receive fringe benefits, report the proportion of employee benefits actually paid by the institution.

Employee benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection, tuition plans, housing plans, unemployment compensation, group life insurance, workmen's compensation, and other benefits in kind with cash options. It includes vacation and sick leave only to the extent expended.

#### INSTRUCTIONS FOR PART C - UTILITY EXPENDITURES FOR FISCAL YEAR 1987

LINE 1. Total Expenditures for Utilities. Report all expenditures for utilities in the operation



Report all expenditures for scholarships and fellowships from governmental, private, and institutional sources. These include Pell Grants and SEOGs. SSIGs would normally appear as a State source. Report portable student aid from another State as a State source. Exclude College Work-Study Program expenditures.

Scholarships are defined as grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Also fellowships are defined as grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered, such as payments for teaching, or student loans.

COLUMN 1. Unrestricted. Report unrestricted current funds expenditures for scholarships and fellowships in column 1.

COLUMN 2. Restricted. Report restricted current funds expenditures that were received for the express purpose of providing scholarships and fellowships in column 2.

COLUMN 3. Total. Report total current funds expenditures by source for scholarships and fellowships in column 3. This is the sum of columns 1 and 2.

LINE 1. Federal Government/Pell Grants. Report the amount of Pell Grants disbursed by your institution.

LINE 2. Federal Government/Other Federal. Report expenditures for scholarships and fellowships, excluding Pell Grants, that were received from Federal government agencies. Include Supplemental Educational Opportunity Grants (SEOGs). Exclude College Work-Study funds. State Student Incentive Grants (SSIGs) would normally appear as a State source.

LINE 3. State Government. Report expenditures for scholarships and fellowships that were provided by your State.

LINE 4. Local Government. Report expenditures for scholarships and fellowships that were provided by local governments.

LINE 5. Private. Report expenditures for scholarships and fellowships from private sources (e.g., business, foundations, individuals, foreign governments).

LINE 6. Institutional. Report expenditures for scholarships and fellowships that were generated by the institution. Examples include tuition and fees revenues, endowment income, sales and services of educational activities, and other sources. Exclude funds received from governmental or private sources (lines 1-5, above).

LINE 7. Total Scholarship and Fellowship Expenditures. Report the total expenditures for scholarships and fellowships. This is the sum of lines 1-6. The totals on this line must equal the corresponding totals on Part B, line 2, columns 1-3.

following definitions are arranged in alphabetical order:

Current Funds Expenditures and Transfers. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating department for such purposes. (402)

Current Funds Revenues. This includes (1) all unrestricted gifts, grants, and other resources received during the reporting period and (2) restricted resources to the extent that such funds have been expended. Current fund revenues do not include restricted current funds received but not yet expended because these revenues have not been earned. (396)

Employee Benefits. Employee Benefits include retirement plans, social security, medical/dental plans, guaranteed disability income protection, tuition plans, housing allowances, employment compensation, group life insurance, Workmen's compensation, and other benefits payable with cash options. It includes vacation and sick leave only to the extent expended.

Restricted Current Funds. Those funds available for financing operations but which are limited by donors and other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. (394-395)

Restricted Current Funds. All funds received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended. (394)

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate and timely.

Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

IS NOT APPLICABLE TO YOUR INSTITUTION BECAUSE ANY OF THE EXCLUSIONS CITED BELOW EMBRACE ALL OF  
ONAL FACULTY. PLEASE MARK THE APPROPRIATE ITEM BELOW AND RETURN THE SURVEY FORM.

E INSTRUCTIONAL FACULTY AT THIS INSTITUTION  
CLINICAL OR CLINICAL MEDICINE

☐ ALL OF THE INSTRUCTIONAL FACULTY AT THIS INSTITUTION  
CONTRIBUTE SERVICES (E.G. MEMBERS OF A RELIGIOUS ORDER),  
OR ARE MILITARY PERSONNEL

E INSTRUCTIONAL FACULTY AT THIS INSTITUTION  
ED ON A PART-TIME BASIS.

**SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1987-88**

RANK	LINE NO.	FACULTY WITH TENURE (1)	NON-TENURED FACULTY		TOTAL NUMBER OF FACULTY (COLS. 1-3) (4)	
			Those on Tenure Track (2)	Those Not on Tenure Track (3)		
	1					\$
	2					
	3					
	4					
	5					
RANK*	6					
1-6)	7					\$
	8					\$
	9					
	10					
	11					
	12					
RANK*	13					
	14					\$
9/10-						

LINE NO.	FACULTY WITH TENURE (1)	NON-TENURED FACULTY		OF FACULTY (COLS. 1-3)	(1)
		Those on Tenure Track (2)	Those Not on Tenure Track (3)		
16					\$
17					
18					
19					
20					
ANK* 21					
5-21) 22					\$
23					\$
24					
25					
26					
27					
ANK* 28					
29					\$
30					\$
Y +29) 31					
ANK					

**PART B - FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY**  
**ON 9/10-MONTH AND 11/12-MONTH SALARY CONTRACTS, ACADEMIC YEAR 1987-88**

FRINGE BENEFITS	LINE NO.	FACULTY WITH 9/10-MONTH CONTRACTS		FACULTY WITH 11/12-MONTH CONTRACTS
		EXPENDITURE (IN WHOLE DOLLARS) ( 1 )	NUMBER COVERED ( 2 )	EXPENDITURE (IN WHOLE DOLLARS) ( 3 )
PLANS IN SOCIAL SECURITY WITHIN 5 YEARS	1	\$		\$
AFTER 5 YEARS	2			
UNTIL PLANS	3			
DISABILITY INCOME PROTECTION	4			
AN RESTRICTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	5			
AN RESTRICTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	6			
URITY TAXES	7			
ENT COMPENSATION TAXES	8			
INSURANCE	9			
COMPENSATION TAXES	10			
IFTS IN KIND WITH CASH OPTIONS	11			
	12	\$		\$

purpose of this report is to collect the numbers, salaries and fringe benefits of instructional faculty employed by your institution. The numbers are to be reported by contract length, academic rank and tenure status. The salaries are to be reported by contract length, sex, and fringe benefits are to be reported by type of benefit and contract length.

### INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the pre-address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

**Exclusions From Reporting.** This report may not be applicable to your institution because your instructional faculty embrace one of the categories of exclusion. If this is the case, check the appropriate category and return the form to NCES.

### SCOPE OF REPORT

This report request data on full-time instructional faculty employed (including those under contract but not yet in the payroll system) by your institution as of October 1, 1987.

### INSTRUCTIONS FOR PART A. SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1987-88

In reporting the numbers of faculty, include those members of the Instruction/Research staff who are employed full time (as defined by the institution) and whose major regular assignment is instruction, including those with release time for research. Report instructional faculty on sabbatical leave at their regular salaries even though the faculty member may be receiving reduced annuity. Include full-time replacements for those on leave without pay. Chairmen of departments should be reported (if they have no other administrative title and hold a faculty position) at their contracted faculty salary. Faculty should be reported as having 9/10-month or 12-month salaries on the basis of the contracted (teaching) period, not on the basis of the number of installments in which salaries are paid.

Do not report the numbers, salaries, nor fringe benefits for any of the groups of employees listed below:

1. Replacements for those on sabbatical leave.
2. Instructional faculty for preclinical and clinical medicine. If this statement applies to instructional faculty at your institution, please mark the appropriate exclusion category. (NOTE: Instructional faculty in all other health fields, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported.)
3. Instructional faculty who are employed on a part-time basis. If this statement applies



devote part of their time to classroom instruction.

7. Undergraduate or graduate students who assist in the instruction of courses, but hold titles such as teaching assistant, teaching associate, teaching fellow, etc.

#### Regorization of Faculty By Contract Length

##### Faculty on 9/10-Month Salary Contracts – Part A, Section I

The term, 9/10-month salary contract, applies to faculty who teach for two semesters, three quarters, two trimesters, two four-month sessions, or the equivalent.

In reporting faculty by academic rank, use the institution's designations. Institutions with standard academic ranks should report all instructional faculty in the category, "No Academic Rank". When reporting tenure status use the institution's criteria or requirements for tenure.

Column (1). Faculty With Tenure. For each line report the number of full-time instructional faculty with tenure.

Column (2). Non-tenured Faculty on Tenure Track. For each line report the number of full-time instructional faculty who are non-tenured, but are in positions which lead to consideration for tenure.

Column (3). Non-tenured Faculty Not on Tenure Track. For each line report the number of full-time instructional faculty who are non-tenured and are not in positions which lead to consideration for tenure.

Column (4). Total Number of Faculty. For each line report the sum of columns (1), (2), and (3).

Column (5). Total Salary Outlay. For each line report to the nearest whole dollar the total salary outlay for those faculty reported in column (4).

##### Faculty on 11/12-Month Salary Contracts – Part A, Section II

The term, 11/12-month salary contract, applies to faculty employed for the entire year. These faculty members are usually employed for 11 months of teaching.

In Part A, Section II, report the data for full-time instructional faculty on 11/12-month salary contracts. Follow directions for Part A, Section I for reporting data in columns (1) through (5).

##### Faculty on Less Than 9/10-Month Salary Contracts – Part A, Section III

In Part A, Section III, report data for full-time instructional faculty on less than 9/10-month salary contracts.

INSTRUCTIONS FOR PART B. FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY, ON 9/10-MONTH AND 11/12-MONTH SALARY CONTRACTS, ACADEMIC YEAR 1987-88

Report the projected fringe-benefit expenditures which will be paid by the institution, local government or State, to full-time instructional faculty during the academic year. Fringe benefits should be reported only for those salaried instructional faculty reported in Part A of this survey, excluding those on less than 9/10-month salary contracts (Section III). Total fringe benefits for all (male plus female) faculty on 9/10-month contracts should be reported in Part B, column (1) indicating the number covered in column (2). Similarly, total fringe benefits for all faculty on 11/12-month contracts should be reported in Part B, column (3) indicating the number covered in column (4).

Fringe benefits are defined as cash contributions in the form of supplementary or deferred compensation other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest whole dollar. When an expenditure is reported for a fringe benefit, the number of persons receiving the benefit should also be reported.

LINE 1 and 2. Retirement Plans (other than Social Security). Report contributions by the institution, State and local government toward retirement on lines 1 or 2 according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by the institution, State and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

On line 1, report contributions toward retirement if they become vested in the faculty member not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another state. If the institution's retirement vesting provision meets the 5-year criterion, report all contributions to the retirement plan on line 1 even though some faculty members may have been employed less than 5 years.

On line 2, report expenditures for retirement plans in which the employer's contribution becomes vested in the faculty member after 5 years or only upon retirement.

LINE 3. Medical/Dental Plans. Report contributions to insurance plans which provide for hospital, medical, surgical, or dental care.

LINE 4. Guaranteed Disability Income Protection. Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 60 months) and not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick-leave benefits.

LINE 6. Housing Plan. Report the expenditures in the form of cash payments or subsidies to faculty members for off-campus or institution-owned housing. If faculty members are given the option of choosing off-campus housing, please check "No" on Line 6. If the housing plan only applies to institution-owned housing, please check "Yes" on Line 6. If the number of faculty members who will receive the housing benefit in the academic year is unknown when this report is being prepared, apply the current rate for this benefit to the number receiving the housing benefit in that year to derive an estimate.

LINE 7. Social Security Taxes. Report the F.I.C.A. taxes if covered by Social Security calculated at the rate effective January 1, 1987.

LINE 8. Unemployment Compensation Taxes. Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.

LINE 9. Group Life Insurance. Report expenditures by the institution to support the group life insurance program.

LINE 10. Workman's Compensation Taxes. Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.

LINE 11. Other Benefits in Kind With Cash Options. Report personal benefits in kind if the faculty member has, without the imposition of conditions, the option of taking a cash payment if the person prefers to use the money in some other way. Since the objective is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.

LINE 12. Totals. Report the sum of the figures reported in each of the "Expenditures" columns (1 and 3).

The total "Number Covered" is an unduplicated count of persons participating in one or more benefit plans (excluding those on line 5); not the sum of all figures reported in any of the "Number Covered" columns. Please verify that the number covered on each line in Part B (with the exception of line 5) does not exceed the sum of the total reported on lines 15 and 30 (column 4) in Part A.

#### CONFIDENTIALITY OF DATA

Confidentiality of individuals' salaries will be preserved in accordance with Title V, Section 504 of the Rehabilitation Act Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974). Part A of the General Education Provisions Act by adding at the end thereof a new Section 10101.

The tapes will contain all of the data items on the report (except those which might be classified as confidential) as well as the names of institutions submitting the reports.

STAFF. Those persons who are on the payroll of the institution for reporting are classified by the institution as full-time employees in a particular job classification or of job title. Includes faculty who are on Sabbatical Leave, and persons who are on leave remain on the payroll. Employees whose services are paid by an outside contractor performing function for the institution such as custodial, maintenance, or food service, security, persons who volunteer or donate these services to the institution are not considered staff.

INSTRUCTIONAL STAFF. Instruction/Research staff who are employed full-time as defined by the institution and whose major regular assignment is instruction, including those with released time for research.

TENURE. Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position.

TENURE TRACK. Positions that lead to consideration for tenure.

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## **COMPLETION INSTRUCTIONS:**

**When the survey form is completed, please return it to your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

*This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.*

Identification No.

Name of Respondent:

Title:

Phone Number:

**T A - NUMBER OF PERSONS EMPLOYED BY POSTSECONDARY EDUCATION INSTITUTION**

Employees as of October 1, 1987 Primary Occupational Activity <sup>1</sup>	Line No.	Number of Employees			
		Full-time		Part-time	
		Men (1)	Women (2)	Men (3)	Women (4)
Executive, Administrative and Managerial	1				
Faculty (Instruction/Research)	2				
Instruction/Research Assistants	3				
Professional Non-Faculty	4				
Technical and Paraprofessionals	5				
Clerkical and Secretarial	6				
Unskilled and Crafts	7				
Food Service/Maintenance	8				
Total, (Sum of lines 1 through 8)	9				

Excludes casual employees or students in the College Work-Study Program

**T B - CONTRACTED OR DONATED SERVICES**



## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

## PERIOD OF REPORT

All persons on the payroll of the institution as of October 1, 1987 are to be included in this report.

## INSTRUCTIONS FOR PART A - NUMBER OF PERSONS EMPLOYED BY POSTSECONDARY EDUCATION INSTITUTIONS

- A. Report in columns 1-4 men and women by their full-time/part-time status as of October 1, 1987. This status is to be determined by the institution. The attached definitions should assist in clarifying full-time/part-time status.
- B. Each employee must be accounted for in one and only one of the occupational activity categories in Part A lines 1-8. If an employee is engaged in two or more separate activities, the employee should be reported according to their principal activity. The institution should determine what constitutes the principal activity. Do not include casual employees, students in the College Work-Study Program, or those whose services are contracted by or donated to the institution in this report.

The following instructions will assist in the assignment of employees to primary occupational activity categories:

### Line 1. Executive, Administrative and Managerial.

Report all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement, and to direct the work of others. Report in this category all officers holding titles such as President, Vice President, Dean, Director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as Associate Dean, Assistant Dean, Executive Officer of academic departments (department heads, or the equivalent) if their principal activity is administrative.

NOTE: Supervisors of professional employees are included here, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.

Report all students employed on a part-time basis for the primary purpose of assisting in classroom or a laboratory instruction or in the conduct of research. These positions are typically held by graduate students having such titles as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude any student in the College Work-Study Program.

#### Line 4. Professional Non-Faculty.

Report all persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, persons who sell educational services, student personnel workers, counselors, systems analysts, and coaches.

#### Line 5. Technical and Paraprofessionals.

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as is offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Include computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aids, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational activity categories which are institutionally defined as technical assignments.

Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identifiable pattern of staff development and promotion under a "New Careers" concept.

#### Line 6. Clerical and Secretarial.

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programming) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

#### Line 7. Skilled Crafts.

Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and precision electricians, stationary engineers, etc.

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel.

Line 9. Total.

Report the sum of all employees counted on lines 1 through 8.

7. INSTRUCTIONS FOR PART B - CONTRACTED OR DONATED SERVICES

If the institution contracts with outside firms for services, either in whole or in part, or receives donated services (volunteers, services provided by the Systems Office for which the branch is not charged, etc.) which would otherwise be provided by paid employees, check the appropriate box. If a service for which your institution contracts is not listed, check "other".

The following definitions are arranged in alphabetical order:

FULL-TIME STAFF. Those persons who are on the payroll of the institution (or report unit) and are classified by the institution as full-time. Includes persons who are on sabbatical leave, and persons who are on leave but remain on the payroll.

PART-TIME STAFF. Those persons who are on the payroll of the institution (or report unit) and are classified by the institution as part-time. Students in the College Work-Study Program or casual employees (e.g. persons who are hired to help with registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff.

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your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Identification Number:

Name of Respondent

Title:

Phone Number:

**PART A - NUMBER AND HOURS OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1987**

ITEM	LINE NO.
EXCLUDE MAIN OR CENTRAL LIBRARY)	1
DUPLICATE HOURS	2

**PART B - LIBRARY STAFF, FALL 1987**  
(EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)

STAFF	LINE NO.
STAFF	3
STAFF	4
STAFF	5

STAFF TO BE REPORTED ONLY BY PRIVATELY CONTROLLED

# SECTION I. STANDARD OPERATING EXPENDITURES

CATEGORY	LINE NO.	
EXCLUDE SERIAL SUBSCRIPTIONS AND MICROFORMS)	8	\$
INCLUDE ALL PHYSICAL FORMATS)	9	\$
EXCLUDE SERIAL SUBSCRIPTIONS AND MICROFORMS)	10	\$
INCLUDE ALL PHYSICAL FORMATS)	11	\$
EXCLUDE SERIAL SUBSCRIPTIONS)	12	\$
INCLUDE ALL PHYSICAL FORMATS)	13	\$
EXCLUDE SERIAL SUBSCRIPTIONS)	14	\$
INCLUDE ALL PHYSICAL FORMATS)	15	\$
EXCLUDE SERIAL SUBSCRIPTIONS)	16	\$
INCLUDE ALL PHYSICAL FORMATS)	17	\$
EXCLUDE SERIAL SUBSCRIPTIONS)	18	\$
INCLUDE ALL PHYSICAL FORMATS)	19	\$

## SECTION II. SELECTED SPECIAL EXPENDITURES

EXPENDITURES (SUM OF LINES 8 THROUGH 18)	20	\$
EXPENDITURES	21	\$
SERVICES	22	\$



CATEGORY

AND GOVERNMENT DOCUMENTS (INCLUDE BOUND PERIODICALS  
EXCLUDE MICROFORMS).

	LINE NO.	TOTAL NUMBER ADDED DURING FISCAL YEAR ( 1 )	
	25		
	26		
NT DOCUMENT TITLES* (NOT REPORTED ON LINES 25 AND 26) TIONS (INCLUDE PERIODICALS, NEWSPAPERS AND /)	27		
	28		
ES* REPRESENTED BY MICROFORMS	29		
ES* REPRESENTED BY MICROFORMS NT DOCUMENT TITLES* REPRESENTED BY ALREADY COUNTED	30		
L UNITS (NOT TITLES) OF ALL TYPES OF MICROFORMS	31		
ES (IN LINEAR FEET)	32		
NUMBER OF UNITS	33		
ER OF UNITS	34		
OF TITLES*	35		
	36		
OF TITLES*	37		
OF TITLES*	38		
ALS, NUMBER OF TITLES*	39		
NUMBER OF TITLES*	40		

PART E - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1987

CATEGORY	LINE NO.	
LIBRARY LOANS	41	
	42	
LIBRARIES	43	
LIBRARIES	44	

PART F - LIBRARY SERVICE PER TYPICAL WEEK, FALL 1987

CATEGORY	LINE NO.	
	45	
	46	
LIBRARY MATERIALS	47	
	48	
LIBRARY SERVICES	49	
GROUPS	50	
LIBRARY PRESENTATIONS	51	

used in this report. If an exact figure is not available for a particular item but the amount is to be greater than zero, ENTER AN ESTIMATE OF THE AMOUNT. Refer to the American Library Association's Handbook for Library and Information Sciences and Related Publishing Practices—Library Statistics for information on estimation methods and other definition clarifications. Items which are left blank are interpreted as zero or not relevant to your library. Request help from your business office for reporting library expenditure and contracted salary, wage, and fringe benefit data.

### INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the pre-printed address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

### PERIOD OF REPORT

Report information for the following time periods:

Fiscal year 1987 – a 12-month period between June 1, 1986 and September 30, 1987 which corresponds to your institution's fiscal year.

Typical week in fall semester, 1987 – a typical week is one without holidays when the central library is open during its regular hours for general use.

Fall 1987 – the point in time in the fall of 1987 when the survey form is being completed.

### INSTRUCTIONS FOR PART A – NUMBER AND HOURS OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1987

**BRANCH LIBRARIES (line 1).** Report the number of branch libraries at your institution that are part of fiscal year 1987. (DO NOT COUNT THE MAIN OR CENTRAL LIBRARY.) Branch libraries are auxiliary units which have all of the following: (1) separate quarters, (2) a permanent basic collection of books, (3) a permanent staff, and (4) a regular schedule for opening to the public. They may, however, be administered from a central unit. (For certain types of institutions, they are part of the central library and are reported with the same FICE code as the central library.)

**ANNUAL PUBLIC SERVICE HOURS (line 2).** Report the total hours of public service of the main library and of all branches during fiscal year 1987. If the main library is open 60 hours a week ( $60 \times 52 \text{ weeks} = 3120$ ), less 5 days of 10 hours each closed for holidays, the main library total is  $3120 \text{ less } 50 = 3070$  hours. If 3 branch libraries are also open the same number of hours as the main library (regardless of whether or not all facilities are open at the same time) the total for the library is  $4 \times 3070 = 12,280$  hours.

### INSTRUCTIONS FOR PART B – LIBRARY STAFF, FALL 1987

**FULL-TIME EQUIVALENT (FTE) EMPLOYEES.** Report the sum of the number of full-time employees plus the number of full-time equivalent of the part-time employees. To compute full-time equivalent for part-time employees, take the number of hours worked by a part-time employee and divide by the number of hours worked by a full-time employee. (For example, if a part-time employee works 20 hours a week, it is considered by the reporting library to be a full-time worker for 40 hours a week.)

CONTRIBUTED SERVICES STAFF (line 5). Report the total FTE of contributed services staff should be reported only by religious institutions or institutions affiliated with religious or theological organizations. Publicly controlled institutions receiving volunteer or contributed services (if any) should exclude data respecting such services in this report.

STUDENT ASSISTANCE FROM ALL FUNDING SOURCES (line 6). Report the total FTE for student assistance, by students employed on an hourly basis whose wages are charged either to the library budget or to a budget other than the library budget. Exclude maintenance and custodial staff.

TOTAL FTE STAFF (line 7). Report the sum of lines 3 through 6.

## INSTRUCTIONS FOR PART C - LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1987

Part C has been divided into two sections to facilitate reporting. All operating expenditures should be reported in Section I, Standard Operating Expenditures, which includes lines for items that appear in all library operating budgets. Section II, Selected Special Expenditures, includes lines for expenditures which may appear in different places on different library budgets. (For example, database searching may be considered collection expenditures in some libraries. In others, it may be reported under "other operating expenditures.") Section II is a subset of Section I and most items should have been reported as "other operating expenditures." They are requested here, however, so that trends in these important areas may be documented.

EXPENDITURES (lines 8 - 24). Report the funds expended from the library budget in fiscal year 1987, regardless of when the funds may have been received from Federal, State, or other resources. Expenditures should be reported for the 12-month period which corresponds to your library's fiscal year, between the calendar period June 1, 1986, to September 30, 1987. Report all expenditures in whole dollars.

### SECTION I: Standard Operating Expenditures

SALARIES AND WAGES (line 8). Report expenditures for full-time and part-time salaries and wages before deductions, but exclude fringe benefits provided by your institution for all library staff. Exclude contributed services, maintenance and custodial staff, and students served on an hourly basis.

FRINGE BENEFITS (line 9). Report the sum of all fringe benefits provided by your library for library staff whose salaries and wages are shown on line 8. Fringe benefits are defined as contributions in the form of supplementary or deferred compensation other than salary. An employee's contribution should be excluded when determining the dollar value of fringe benefits. Fringe benefits include: retirement plans, medical plans, guaranteed disability income protection plans, housing plans, social security taxes, unemployment compensation plans, group-term life insurance plans, workmen's compensation, and other benefits in-kind with cash options. If fringe benefits are not paid from the library budget, please enter a zero.

PRINT MATERIALS (line 10). Report expenditures for all materials consisting primarily of works originally produced by making an impression with ink on paper. Included in this category are materials

ices, they may include monographic and publishers' series.

FORMS (line 12). Report expenditures for all photographic reproductions of textual, graphic materials reduced in size so that they can be used only with magnification. The types of microforms are microreproductions on transparent material (roll microfilm, microfiche, and ultrafiche) and reproductions on opaque materials. Exclude descriptions.

PUTER SOFTWARE (line 13). Report expenditures for all programs, procedures, and documentation that instruct the computer to perform certain tasks. This excludes the components of a computer (hardware).

OVISUAL MATERIALS (line 14). Report expenditures for all library materials that are audiovisual projection or magnification or through sound reproduction, or both, including materials, audio materials, motion pictures, video materials, and special visual materials such as graphic and three-dimensional materials.

ER (line 15). Report any expenditures for other collection materials not placed in lines 8-14.

SERVATION (line 16). Report any expenditures spent on the specific measures, individual or collective, undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion, deacidification, lamination, and preservation.

PMENT (line 17). Report expenditures for all library equipment purchased during the 1987 fiscal year. Include microform equipment, audiovisual equipment and computer related equipment.

OTHER OPERATING EXPENDITURES (line 18). Report expenditures for travel, rental, insurance, postage and freight, printing, replacement of equipment and furnishings, supplies, membership costs and students working on an hourly basis. Exclude expenditures for utilities, maintenance and operation, and capital outlay.

TOTAL OPERATING EXPENDITURES (line 19). Report the sum of lines 8-18.

SECTION II: Selected Special Expenditures. (Note: These expenditures should have been included in lines 8-18)

POSTAGE (line 20). Report all expenditures for postage and delivery, including U.S. Mail and commercial delivery services during the 1987 fiscal year.

TELECOMMUNICATIONS (line 21). Report any separately billed expenditures for all types of telephone services and for such services as electronic mail, teleconferencing, telefacsimile, teletext, etc.

OUTSOURCED COMPUTER SERVICES (line 22). Report any costs related to purchased computer services.

ONLINE DATABASE SEARCHING (line 23). Report any expenditures for all reference transactions in which the source utilized is one or more databases searched online by computer.

COMPUTER HARDWARE (line 24). Report any costs related to the purchase of computers, printers, or any physical component of a computer.

### INSTRUCTIONS FOR PART D - LIBRARY COLLECTIONS, FISCAL YEAR 1987

TOTAL NUMBER ADDED DURING FISCAL YEAR (Column 1). Report the number of each category added. Do not subtract the number withdrawn.

TOTAL NUMBER HELD AT END OF FISCAL YEAR (Column 2). Report the total number of each category held at end of fiscal year.

VOLUMES (line 25). Report the number of volumes of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, or otherwise made ready for use.

TITLES (line 26). Report the number or titles of any publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. Applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms. Report the number of items for which a separate shelflist entry has been made. (SHEFLIST: A record of materials in a library, arranged in the order in which the materials stand when they are shelved or stored.) Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been cataloged or recorded separately count as two titles; a set of six monographs for which six shelflist entries have been made count as six titles; and two multivolume sets of the same edition for which one shelflist entry has been made count as one title.

GOVERNMENT DOCUMENT TITLES (line 27). Report the number of materials in book, serial, or other form of library materials that are published by a government agency. These include publications of federal, state, local, and foreign governments and of intergovernmental organizations to which governments belong and appoint representatives (e.g. the United Nations, Organization of American States, and the Erie Basin Commission). Government documents that are cataloged and shelved with the regular collection should be reported on lines 25 and 26. Only government documents that are organized separately should be reported on line 27.

CURRENT SERIAL SUBSCRIPTIONS (line 28). Report the number of different titles subscribed and not the number of individual issues (exclude duplicate subscriptions). Include periodicals, newspapers, and government documents issued serially.

MICROFORMS (lines 29-31). Report the number of different titles of materials for each of the different categories that have been photographically reduced in size for storage, protection, and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: microfilm, microcard, and microfiche. These are also called microcopy.

VIDEO MATERIALS (line 35). Report the number of units of materials for viewing without sound. These materials may or may not be projected or magnified. They include art originals, art prints, audio productions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, and the like.

AUDIO MATERIALS (line 36). Report the number of titles of materials on which sounds (only recorded (recorded) and that can be reproduced (played back) mechanically, electronically, or otherwise. These materials include audiocassettes, audiocassettes, audiodiscs, audioreels, talking books, and other sound recordings.

MOVING PICTURE MATERIALS (line 37). Report the number of titles of films, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Films are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, reel).

VIDEO MATERIALS (line 38). Report the number of titles of materials on which both pictures and sounds are recorded. Electronic playback reproduces both pictures and sounds using a television set, video cassette player or monitor.

COMPUTER-READABLE MATERIALS (line 39). Report the number of titles of materials in a form that is designed to be processed by a machine, usually a computer, either as input or as output, that can be stored and recorded on them in some form. These materials include data files and computer programs. Typically, these files are stored on such media as punched cards, paper tape, magnetic disks, and digital videodisks. These materials exclude computer outputs that are eye-legible and can be read with magnification. Include microcomputer software in this category.

OTHER LIBRARY MATERIALS (line 40). Report here any materials not already included on lines 35-39.

#### INSTRUCTIONS FOR PART E - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1987

CIRCULATION TRANSACTIONS (lines 41-42). Report the number of items lent from the general collection (line 41) and reserve (line 42) collections of the library separately, for use usually (although not always) outside the library. These activities include charging, either manually or electronically, and renewals, each of which is reported as a circulation transaction.

INTERLIBRARY LOANS (line 43-44). Report the number of transactions in which library materials are made available by one library to another upon request. Loans include both providing (line 43) and receiving (line 44). Libraries involved in these interlibrary loans could be under the same administration or on the same campus.

#### INSTRUCTIONS FOR PART F - LIBRARY SERVICE PER TYPICAL WEEK, FALL 1987

Collect data during a typical week in the fall and report the numbers here. A typical week is defined as a week in which the library is open for its regular hours and contains no holidays. Report the number of consecutive calendar days, from Sunday through Saturday, or whatever days the library is normally open that period. If data are available for an entire year rather than for a typical week, report the number of days the library was open during the year.

same evening the total remains 42 but if it is open 2 hours on another evening, or from 7:00 on the evening when Branch A is open later, the total becomes 44 hours during which service can be found.

**LIBRARY USE OF LIBRARY MATERIALS (line 46).** Report the total number of persons entering the library during the week, including persons attending activities, meetings, and those persons requiring no services.

**LIBRARY USE OF LIBRARY MATERIALS (line 47).** Report the total number of materials utilized in the library but not checked out. These materials include reference books, periodicals, book series, and all other library materials that are used WITHIN the library. (For a method of counting in-library use, please refer to Output Measures for Public Libraries-ALA, 1982.)

**REFERENCE TRANSACTIONS (line 48).** Report the total number of reference transactions. A reference transaction is an information contact which involves the knowledge, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, microfilm, machine-readable databases (including computer assisted instruction), catalogs and other holdings, and, through communication or referral, other libraries and institutions, and persons inside and outside the library. Include information and referral services. A contact that includes both reference and directional services should be reported as one reference transaction. When a library member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during the transaction. Duration should not be an element in determining whether a transaction is reference or directional.

**DIRECTIONAL TRANSACTIONS (line 49).** Report the total number of directional transactions. A directional transaction is an information contact which facilitates the use of the library in which a transaction occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, and giving assistance of a non-bibliographic nature with machines.

**INFORMATION SERVICE TO GROUPS (line 50-51).** Report the total number of presentations and the total number of persons served by those presentations (line 51). An information service is one which a staff member or person invited by a staff member provides information to a group of persons and planned in advance. Information service to groups may include bibliographic instruction or library use presentations, or it may be cultural, recreational, or informational presentations. Presentations both on and off the library premises should be included as they are sponsored by the library. Do not include meetings sponsored by other groups in library meeting rooms.

**ONLINE DATABASE SEARCHES (line 52).** Report the number of reference transactions in which an online database is utilized is one or more databases searched online by a computer. These should also



BOOKS. Nonperiodical printed publications bound in hard or soft covers, or in loose-leaf form, consisting of at least forty-nine pages, exclusive of the cover pages, or a juvenile nonperiodical publication of any length bound in hard or soft covers.

BOUND PERIODICALS. A publication in any medium intended to appear indefinitely at regular intervals, generally more frequently than annually. Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Do not include newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings.

LIBRARY. An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes available printed, microform, and audiovisual materials as well as necessary equipment and services of a library accessible to students and to faculty. This includes units meeting the above definition which are part of a learning resource center.

NEWSPAPERS. Those serials that are designed mainly to be a primary source of information on current events. They may also include articles as well as illustrations, advertisements, notices, and vital statistics. Newspapers appear with a masthead and are usually printed in newsprint without a cover.

RESERVE COLLECTION. Those materials that have been removed from the general library collection and set aside in a library so that they will be on hand for a certain course of study or activity. Usually, the circulation and the length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them within a limited time period.

SERIALS. Publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies, they may include monographic publishers' series.